Daily operator safety checklist:

Regular checks by the operator are a good way of identifying problems as well as making sure machinery is safe to use.

It is recommended that operator checks are carried out at regular intervals.

Our suggestion is that these checks are made daily.

Table 1 below contains the recommended minimum checks the operator should carry out on a regular basis.

 **Table 1:**

 Recommended minimum checks for the operator to carry out.

|  |  |  |
| --- | --- | --- |
| **The answer to all questions should be ‘yes’ or action needs to be taken.**   |   |   |
| Are all fixed guards held in place with fastenings that need a tool to undo them?   |  Yes |   |
| Are all interlocking devices correctly aligned and securely attached to guards?  |  Yes |   |
| Does opening an interlocked guard immediately stop the parts it protects?  |  Yes |   |
| When an emergency stop button is pressed does all machine movement stop immediately?  |  Yes |   |
| When an interlocked guard is open do all dangerous parts remain stationary when the start control is pressed?   |  Yes |   |
| Are all machine panels held in place with fastenings that require a tool to undo them? |  Yes |   |
| Where fitted, do any trip devices function correctly?  |  Yes |   |
| Are all control unit & electrical enclosures closed, locked and the keys removed?   |  Yes |   |
| Where fitted, are adjustable guards adjusted correctly?  |  Yes |   |
| Are safety devices, interlocks and guards free from evidence of being tampered with?  |  Yes |   |

**If the answer to any of these questions is “NO” then please embargo the machine to prevent operation until all issues are resolved.**

**The machine should only be operated when the answer to all questions is “YES”.**

**KEEP SAFE – KEEP YOUR FINGERS!!**