Monthly machine safety inspection checklist:

It is recommended that monthly machine inspections are carried out.

The checklist provided in Table 2 below provides a suggested minimum list of checks to do.

**Table 2:**

|  |  |  |
| --- | --- | --- |
| **The answer to all questions should be ‘yes’ or action needs to be taken.** | **Yes** | **No** |
| Are all fixed guards held in place with fastenings that need a tool to undo them? |  |  |
| Are all interlocking devices correctly aligned and securely attached to guards? |  |  |
| Does opening an interlocked guard immediately stop the parts it protects? |  |  |
| When an interlocked guard is open do all dangerous parts remain stationary when the start control is pressed? |  |  |
| When an emergency stop button is pressed does it stop all movement of the machine? |  |  |
| Once an emergency stop button has been pressed does all machine movement remain stopped until the button has been reset? |  |  |
| Are all control unit & electrical cabinet enclosures closed, locked and the keys removed and retained by a designated person? |  |  |
| From a visual inspection, is all electrical wiring in good condition and free from any damage? |  |  |
| Are safety devices, interlocks and guards free from evidence of being tampered with? |  |  |
| Is the machine stable & held steady on the floor with the adjustable feet locks? |  |  |
| If fitted, are all adjustable guards capable of proper adjustment? |  |  |

**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!!**