

# Machine Guarding Checklist

Answers to the following questions should help the interested reader determine the safeguarding needs of his or her own workplace, by drawing attention to hazardous conditions or practices requiring correction.

## Requirements for all Safeguards

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Do the safeguards provided meet the minimum OSHA requirements?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do the safeguards prevent workers' hands, arms, and other body parts from making contact with dangerous moving parts? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the safeguards firmly secured and not easily removable?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do the safeguards ensure that no object will fall into the moving parts?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Can the machine be oiled without removing the safeguard?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is there a system for shutting down the machinery before the safeguards are removed?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Can the existing safeguards be improved?  | <input type="checkbox"/> | <input type="checkbox"/> |

## Mechanical Hazards

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| <b>The point of operation:</b>  |                          |                          |
| 1. Is there a point-of-operation safeguard provided for the machine?                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does it keep the operator's hands, fingers and body out of the danger area?                      | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is there evidence that the safeguards have been tampered with or removed?                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Could you suggest a more practical, effective safeguard?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Could changes be made on the machine to eliminate the point-of-operation hazard entirely?        | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Power transmission apparatus:</b>  |                          |                          |
| 1. Are there any unguarded gears, sprockets, pulleys or flywheels on the apparatus?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are there any exposed belts or chain drives?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are there any exposed set screws, key ways, collars, etc.?                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are starting and stopping controls within easy reach of the operator?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. If there is more than one operator, are separate controls provided?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Other moving parts:</b>  |                          |                          |
| 1. Are safeguards provided for all hazardous moving parts of the machine including auxiliary parts? | <input type="checkbox"/> | <input type="checkbox"/> |

### Non-mechanical Hazards

Yes No

1. Have appropriate measures been taken to safeguard workers against noise hazards?
2. Have special guards, enclosures, or personal protective equipment been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation?

### Electric Hazards

1. Is the machine installed in accordance with National Fire Protection Association and National Electrical requirements?
2. Are there loose conduit fittings?
3. Is the machine properly grounded?
4. Is the power supply correctly fused and protected?
5. Do workers occasionally receive minor shocks while operating any of the machines?

### Training

1. Do operators and maintenance workers have the necessary training in how to use the safeguards and why?
2. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection and what hazards they protect against?
3. Have operators and maintenance workers been trained in how and under what circumstances guards can be removed?
4. Have workers been trained in the procedures to follow if they notice guards that are damaged, missing or inadequate?

### Protective Equipment and Proper Clothing

Yes No

1. Is protective equipment required?
2. If protective equipment is required, is it appropriate for the job, in good condition, kept clean and sanitary, and stored carefully when not in use?
3. Is the operator dressed safely for the job? (i.e., no loose-fitting clothing or jewelry?)

### Machinery Maintenance and Repair

1. Have maintenance workers received up-to-date instruction on the machines they service?
2. Do maintenance workers lock out the machine from its power sources before beginning repairs?
3. Where several maintenance persons work on the same machine, are multiple lockout devices used?
4. Do maintenance persons use appropriate safe equipment in their repair work?
5. Is the maintenance equipment itself properly guarded?
6. Are maintenance and servicing workers trained in the requirements of 29 CFR 1910.147, lockout/tagout hazard, and do the procedures for lockout/tagout exist **before** they attempt their tasks?

### Source:

“Concepts & Techniques of Machine Safeguarding - Checklist.” Concepts & Techniques of Machine Safeguarding - Checklist. OSHA, n.d. Web. 15 Nov. 2016.