Occupational Safety & Health Administration

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**

1. Do the safeguards provided meet the minimum OSHA requirements?

2. Do the safeguards prevent workers’ hands, arms, and other body parts from making contact with dangerous moving parts?

3. Are the safeguards firmly secured and not easily removable?

4. Do the safeguards ensure that no ob ject will fall into the moving parts?

5. Do the safeguards permit safe, com fortable, and relatively easy operation of the machine?

6. Can the machine be oiled without removing the safeguard?

7. Is there a system for shutting down the machinery before the safeguards are removed?

8. Can the existing safeguards be im proved?

**Yes No Mechanical Hazards**

The point of operation:

1. Is there a point-of-operation safeguard provided for the machine?

2. Does it keep the operator’s hands, fin

gers and body out of the danger area?

3. Is there evidence that the safeguards

have been tampered with or removed?

4. Could you suggest a more practical,

effective safeguard?

5. Could changes be made on the ma

chine to eliminate the point-of-opera

tion hazard entirely?

Power transmission apparatus:

1. Are there any unguarded gears,

sprockets, pulleys or flywheels on the

apparatus?

2. Are there any exposed belts or chain

drives?

3. Are there any exposed set screws, key ways, collars, etc.?

4. Are starting and stopping controls

within easy reach of the operator?

5. If there is more than one operator, are

separate controls provided?

Other moving parts:

1. Are safeguards provided for all haz

ardous moving parts of the machine

including auxiliary parts?

**Yes No**

**Non-mechanical Hazards**

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 Associa tion and National Electrical require ments?

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 mi nor shocks while operating any of the machines?

**Training**

1. Do operators and maintenance work ers 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 pro vide protection and what hazards they protect against?

3. Have operators and maintenance workers been trained in how and un der what circumstances guards can be removed?

**Yes No**

**Protective Equipment and Proper Clothing**

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 mul tiple lockout devices used?

4. Do maintenance persons use appro priated safe equipment in their repair work?

5. Is the maintenance equipment itself properly guarded?

6. Are maintenance and servicing work ers 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:**

**Yes No**

4. Have workers been trained in the procedures to follow if they notice guards that are damaged, missing or inadequate?

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