**Machine Guarding Safety Checklist**

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| **Requirements for All Safeguards** | **Yes** | **No** | **N/A** | **Comments** |
| 1. Do the safeguards provided meet the minimum OSHA requirements? | Yes |  |  |  |
| 2. Do the safeguards prevent workers' hands, arms and other body parts from making contact with dangerous moving parts? | Yes |  |  |  |
| 3. Are the safeguards firmly secured and not easily removable? |  | No |  | Need to resecure guard on machine |
| 4. Do the safeguards ensure that no object will fall into the moving parts? | Yes |  |  |  |
| 5. Do the safeguards permit safe, comfortable and relatively easy operation of the machine? | Yes |  |  |  |
| 6. Can the machine be lubricated without removing the safeguard? | Yes |  |  |  |
| 7. Is there a system for shutting down the machinery before safeguards are removed? | Yes |  |  |  |
| 8. Can the existing safeguards be improved? |  | No |  |  |
| **Mechanical Hazards** | **Yes** | **No** | **N/A** | **Comments** |
| 9. Is there a point-of-operation safeguard provided for the machine? | Yes |  |  |  |
| 10. Does it keep the operator's hands, fingers and body out of the danger area? | Yes |  |  |  |
| 11. Is there evidence that the safeguards have been tampered with or removed? |  | No |  |  |
| 12. Could you suggest a more practical, effective safeguard? |  | No |  |  |
| 13. Could changes be made on the machine to eliminate the point-of operation hazard entirely? |  | No |  |  |
| 14. Are employees aware of hazards (dust, chemicals, heat, excessive noise, etc..) that may be created by the job? |  | No |  | Place reminders for wearing ear protection |
| 15. Are there any unguarded gears, sprockets, pulleys, or flywheels on the apparatus? |  | No |  |  |
| 16. Are there any exposed belts or chain drives? |  | No |  |  |
| 17. Are there any exposed set screws, key ways, collars, etc.? |  | No |  |  |

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| 18. Are starting and stopping controls within easy reach of the operator? | Yes |  |  |  |
| 19. If there is more than one operator, are separate controls provided? |  | No |  |  |
| 20. Are safeguards provided for all hazardous moving parts of the machine including auxiliary parts? | Yes |  |  |  |
| **Non-Mechanical Hazards** | **Yes** | **No** | **N/A** | **Comments** |
| 21. Have appropriate measures been taken to safeguard workers against noise hazards? |  | No |  | Need reminder for wearing ear protection |
| 22. Have special guards, enclosures, or personal protective equipment been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation? | Yes |  |  |  |
| **Electric Hazards** | **Yes** | **No** | **N/A** | **Comments** |
| 23. Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements? | Yes |  |  |  |
| 24. Are there loose conduit fittings? |  | No |  |  |
| 25. Is the machine properly grounded? | Yes |  |  |  |
| 26. Is the power supply correctly fused and protected? | Yes |  |  |  |
| 27. Do workers occasionally receive minor shocks while operating any of the machines? |  | No |  |  |
| **Training** | **Yes** | **No** | **N/A** | **Comments** |
| 28. Do operators and maintenance workers have the necessary training in how to use the safeguards and why? | Yes |  |  |  |
| 29. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection and what hazards they protect against? |  | No |  | Maintenance workers require additional training on safeguards and power sources |
| 30. Have operators and maintenance workers been trained in how and under what circumstances guards can be removed? |  | No |  | Maintenance workers require addition training on what circumstances guards can be removed |
| 31. Have workers been trained in the procedures to follow if they notice guards that are damaged, missing or inadequate? | Yes |  |  |  |
| **Protective Equipment & Proper Clothing** | **Yes** | **No** | **N/A** | **Comments** |
| 32. Is protective equipment required? | Yes |  |  |  |
| 33. 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? | Yes |  |  |  |
| 34. Is the operator dressed safely for the job (i.e., no loose-fitting clothing or jewelry)? | Yes |  |  |  |
| **Machinery Maintenance & Repair** | **Yes** | **No** | **N/A** | **Comments** |
| 35. Have maintenance workers received up-to-date instruction on the machines they service? | Yes |  |  |  |
| 36. Do formal LOTO procedures exist and do maintenance employees follow LOTO procedures when performing equipment maintenance? | Yes |  |  |  |
| 37. Where several maintenance persons work on the same machine, are multiple lockout devices used? | Yes |  |  |  |
| 38. Do maintenance persons use appropriate and safe equipment in their repair work? | Yes |  |  |  |
| 39. Is the maintenance equipment itself properly guarded? | Yes |  |  |  |
| 40. Do Authorized Maintenance Personnel receive formal LOTO training on an annual basis which covers OSHA requirements set forth in 29 CFR 1910.147 and machine specific LOTO procedures? | Yes |  |  |  |
| 41. Do **unauthorized personnel** receive annual awareness level training which covers general machine safety, LOTO basics and instructions to **Stop, Call and Wait** for Authorized personnel to perform repairs when equipment malfunctions? |  | No |  | Additional training required |