

Machine Guarding Safety Checklist

Requirements for All Safeguards	Yes	No	N/A	Comments
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 object will fall into the moving parts?				
5. Do the safeguards permit safe, comfortable and relatively easy operation of the machine?				
6. Can the machine be lubricated without removing the safeguard?				
7. Is there a system for shutting down the machinery before safeguards are removed?				
8. Can the existing safeguards be improved?				
Mechanical Hazards	Yes	No	N/A	Comments
9. Is there a point-of-operation safeguard provided for the machine?				
10. Does it keep the operator's hands, fingers and body out of the danger area?				
11. Is there evidence that the safeguards have been tampered with or removed?				
12. Could you suggest a more practical, effective safeguard?				
13. Could changes be made on the machine to eliminate the point-of-operation hazard entirely?				
14. Are employees aware of hazards (dust, chemicals, heat, excessive noise, etc..) that may be created by the job?				
15. Are there any unguarded gears, sprockets, pulleys, or flywheels on the apparatus?				
16. Are there any exposed belts or chain drives?				
17. Are there any exposed set screws, key ways, collars, etc.?				

18. Are starting and stopping controls within easy reach of the operator?				
19. If there is more than one operator, are separate controls provided?				
20. Are safeguards provided for all hazardous moving parts of the machine including auxiliary parts?				
Non-Mechanical Hazards	Yes	No	N/A	Comments
21. Have appropriate measures been taken to safeguard workers against noise hazards?				
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?				
Electric Hazards	Yes	No	N/A	Comments
23. Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements?				
24. Are there loose conduit fittings?				
25. Is the machine properly grounded?				
26. Is the power supply correctly fused and protected?				
27. Do workers occasionally receive minor shocks while operating any of the machines?				
Training	Yes	No	N/A	Comments
28. Do operators and maintenance workers have the necessary training in how to use the safeguards and why?				
29. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection and what hazards they protect against?				
30. Have operators and maintenance workers been trained in how and under 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?				

Protective Equipment & Proper Clothing	Yes	No	N/A	Comments
32. Is protective equipment required?				
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?				
34. Is the operator dressed safely for the job (i.e., no loose-fitting clothing or jewelry)?				
Machinery Maintenance & Repair	Yes	No	N/A	Comments
35. Have maintenance workers received up-to-date instruction on the machines they service?				
36. Do formal LOTO procedures exist and do maintenance employees follow LOTO procedures when performing equipment maintenance?				
37. Where several maintenance persons work on the same machine, are multiple lockout devices used?				
38. Do maintenance persons use appropriate and safe equipment in their repair work?				
39. Is the maintenance equipment itself properly guarded?				
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?				
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?				

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