



Checklist

Machine Guarding

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

Requirements For All Safeguards	YES	NO	N/A
Do the safeguards provided meet the minimum OSHA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards prevent workers' hands, arms and other body parts for making contact with dangerous moving parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the safeguards firmly secured and not easily removable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards ensure that no object will fall into the moving parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards permit safe, comfortable and relatively easy operation of the machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the machine be oiled without removing the safeguard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system for shutting down the machinery before safeguards are removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can the existing safeguards be improved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Mechanical Hazards	YES	NO	N/A
Is there a point of operation safeguard provided for the machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does it keep the operator's hands, fingers and body out of the danger area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there evidence that the safeguards have been tampered with or removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could you suggest a more practical, effective safeguard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Could changes be made on the machine to eliminate the point-of-operation hazard entirely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any unguarded gears, sprockets, pulleys or flywheels on the apparatus?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any exposed belts or chain drives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any exposed setscrews, key ways or collars?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are starting and stopping controls within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are separate controls provided if there is more than one operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nonmechanical Hazards	YES	NO	N/A
Have appropriate measures been taken to safeguard workers against noise hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have special guards, enclosures or personal protective equipment been provided where necessary to protect workers from exposure to harmful substances used in machine operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Electric Hazards	YES	NO	N/A
Is the machine installed in accordance with National Fire Protection Association and National Electrical requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there loose conduit fittings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the machine properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the power supply correctly fused and protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers occasionally receive minor shocks while operating any of the machines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training	YES	NO	N/A
Do operators and maintenance workers have the necessary training in how and why to use the safeguards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have operators and maintenance workers been instructed where the safeguards are located, how they provide protection and what hazards they protect against?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have operators and maintenance workers been instructed how and under what circumstances guards can be removed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have workers been trained in the procedures to follow if they notice guards that are damaged, missing or inadequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Machinery Maintenance and Repair	YES	NO	N/A
Have maintenance workers received up to date instruction on the machines they service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do maintenance workers lock out the machine from its power sources before beginning repairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where several maintenance persons work on the same machine, are multiple lockout devices used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do maintenance persons use appropriate and safe equipment in their repair work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the maintenance equipment itself properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are maintenance and servicing workers trained in the requirements of 29 CFR 1910.147 regarding lockout/tagout hazards, and do the procedures for lockout/tagout exist before they attempt their tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Source: OSHA