

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 oiled 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 and Repair | Yes | No | N/A | Comments |
| 35. Have maintenance workers received up-to-date instruction on the machines they service? | | | | |
| 36. Do maintenance workers lock out the machine from its power sources before beginning repairs? | | | | |
| 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. 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? | | | | |

KEMI does not assume liability for the content of information contained herein. Safety and health remain your responsibility. This information is to be used for informational purposes only and not intended to be exhaustive or a substitute for proper training, supervision or manufacturers' instructions/recommendations. KEMI, by publication of this information, does not assume liability for damage or injury arising from reliance upon it. Compliance with this information is not a guarantee or warranty that you will be in conformity with any laws or regulations nor does it ensure the absolute safety of any person, place or object, including, but not limited to, you, your occupation, employees, customers or place of business.