

MACHINE GUARDING (OSHA) CHECKLIST

THINGS TO LOOK FOR	N/A	YES	NO	REMARKS/ACTION TAKEN/DATE
1. REQUIREMENTS FOR ALL SAFEGUARDS				
a. Proper lighting is provided and working.				
b. Do the safeguards provided meet the minimum OSHA requirements.				
c. Safeguards prevent worker's hands, arms, and other body parts from making contact with dangerous moving parts.				
d. Safeguards are firmly secured and not easily removable.				
e. Safeguards ensure that no object will fall into the moving parts.				
f. Safeguards permit safe, comfortable, and relatively easy operation of the machine.				
g. The machine can be oiled without removing the safeguard.				
h. There is a system for shutting down the machinery before the safeguards are removed.				
i. The existing safeguards cannot be improved.				
2. MECHANICAL HAZARDS: <i>The point of operation:</i>				
a. There is a point-of-operation safeguard provided for the machine.				
b. Safeguard keeps the operator's hands, fingers, and body out of the danger area.				
c. There is NO evidence that the safeguards have been tampered with or removed.				
d. No more practical, effective safeguard could be suggested.				
e. NO changes could be made on the machine to eliminate the point-of-operation hazard entirely.				
<i>Power transmission apparatus:</i>				
f. There are NO unguarded gears, sprockets, pulleys, or flywheels on the apparatus.				
g. There are NO exposed belts or chain drives.				
h. There are NO exposed setscrews, key ways, collars, etc..				
i. Starting and stopping controls are within easy reach of the operator.				
j. There are separate controls provided when there is more than one operator.				
<i>Other moving parts:</i>				
k. Safeguards are provided for all hazardous moving parts of the machine including auxiliary parts.				
3. NONMECHANICAL HAZARDS				
a. Appropriate measures have been taken to safeguard workers against noise hazards.				
b. Special guards, enclosures, or personal protective equipment have been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation.				

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4. ELECTRIC HAZARDS				
a. The machine is installed in accordance with National Fire Protection Association and National Electrical Code requirements.				
b. There are loose conduit fittings.				
c. The machine is properly grounded.				
d. The power supply is correctly fused and protected.				
e. Workers NEVER receive minor shocks while operating any of the machines.				
5. TRAINING				
a. Operators and maintenance workers have the necessary training in how to use the safeguards and why.				
b. Operators and maintenance workers have been trained in where the safeguards are located, how they provide protection, and what hazards they protect against.				
c. Operators and maintenance workers have been trained in how and under what circumstances guards can be removed.				
d. Workers have been trained in the procedures to follow if they notice guards that are damaged, missing, or inadequate.				
6. PROTECTIVE EQUIPMENT AND PROPER CLOTHING				
a. Protective equipment is required.				
b. 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.				
c. The operator is dressed safely for the job (i.e., no loose-fitting clothing or jewelry).				
7. MACHINERY MAINTENANCE AND REPAIR				
a. Maintenance workers have received up-to-date instruction on the machines they service.				
b. Maintenance workers lock out the machine from its power sources before beginning repairs.				
c. Multiple lockout devices are used where several maintenance persons work on the same machine.				
d. Maintenance persons use appropriate and safe equipment in their repair work.				
e. The maintenance equipment itself is properly guarded.				
f. Maintenance and servicing workers are 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.				
Inspector:	Organization:		Date:	