



## MACHINE GUARDING CHECKLIST

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Machine Name: \_\_\_\_\_

Department: \_\_\_\_\_

Machine #: \_\_\_\_\_

The following checklist is to help employers in identifying and assessing the safety features and machine guarding requirements installed at each point of operation of the machine. This checklist can then act as a guide and demonstrate need for review and any change needed in the machine guarding.

### SPECIFIC GUARDING REQUIREMENTS

POINT OF OPERATION:	YES	NO	COMMENTS
Is there a guard or safety device provided for each point of operation of the machine?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the guards allow the operators hands, arms, or other body parts to make contact with hazardous machine parts?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there evidence that the guards have been tampered with or bypassed to make them ineffective?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the guards firmly secured and not easily removed?	<input type="checkbox"/>	<input type="checkbox"/>	

POWER TRANSMISSION APPARATUS:	YES	NO	COMMENTS
Are there any unguarded gears, sprockets, pulleys, flywheels, shafts, belts, couplings, or chain drives on the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Do power transmission guards allow the operator's hands, arms, or other body parts to make contact with moving parts by reaching over, under, around or through the guard?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any exposed set screws, key ways, collars, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
Are guards in good condition and firmly secured? (fasteners should require the use of hand tools for removal)	<input type="checkbox"/>	<input type="checkbox"/>	



OPERATOR CONTROLS	YES	NO	COMMENTS
Are starting/stopping controls within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>	
If there are more than one operator station, are separate controls so located that the operators can see the entire operation?	<input type="checkbox"/>	<input type="checkbox"/>	
Are controls, including foot controls, guarded against accidental activation?	<input type="checkbox"/>	<input type="checkbox"/>	
Are controls labeled to identify their function?	<input type="checkbox"/>	<input type="checkbox"/>	
Are controls similar in type and arrangement to other similar machines in the plant?	<input type="checkbox"/>	<input type="checkbox"/>	
Are emergency stop controls easily accessible and clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the machine wired so that it must be manually re-started if power is interrupted and then re-applied?	<input type="checkbox"/>	<input type="checkbox"/>	
Are controls that require two handed activation wired to include the following:	<input type="checkbox"/>	<input type="checkbox"/>	
Concurrent use of both hands	<input type="checkbox"/>	<input type="checkbox"/>	
Anti-Repeat	<input type="checkbox"/>	<input type="checkbox"/>	
Anti-hold down	<input type="checkbox"/>	<input type="checkbox"/>	
Is electrical wiring installed in a “workman-like” manner? (i.e. readily visible connections etc)	<input type="checkbox"/>	<input type="checkbox"/>	
Are devices used to release/block stored energy?	<input type="checkbox"/>	<input type="checkbox"/>	
If applicable, has a separate circuit and lockout capability been provided for auxiliary equipment (i.e. hot melt pot) on the machine which may require power during short duration maintenance shut downs?	<input type="checkbox"/>	<input type="checkbox"/>	
If equipment is provided with a “jog” function, can the control be used to operate the machine continuously (instead of inching)?	<input type="checkbox"/>	<input type="checkbox"/>	



OPERATOR CONTROLS	YES	NO	COMMENTS
Can the machine be locked out at the main power source for the each power source?			
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	
Steam	<input type="checkbox"/>	<input type="checkbox"/>	
Hydraulic	<input type="checkbox"/>	<input type="checkbox"/>	
Natural Gas	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	

other moving parts	YES	NO	COMMENTS
Are the guards provided for other hazardous moving parts of the machine, including auxiliary parts?	<input type="checkbox"/>	<input type="checkbox"/>	

GENERAL GUARDING REQUIREMENTS	YES	NO	COMMENTS
If access is normally required to a danger zone of the machine, (such as for clearing jams) are interlocked barrier guards or similar system used to prevent access while the machine is in operation?	<input type="checkbox"/>	<input type="checkbox"/>	
If the machine has a “thread speed” mode, do safety devices (i.e. interlocks, photocells, etc.) continue to function in this mode?	<input type="checkbox"/>	<input type="checkbox"/>	
Do interlocked barriers incorporate a braking system, or zero motion detection system when “coast down” time is a concern?	<input type="checkbox"/>	<input type="checkbox"/>	
Do the guards themselves create hazards such as shear or pinch points or sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	
Can adjustments be made without removing or opening any guards?	<input type="checkbox"/>	<input type="checkbox"/>	



GENERAL GUARDING REQUIREMENTS	YES	NO	COMMENTS
Can the machine be lubricated without removing or opening any guards?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the operator have enough room to work without being exposed to aisle traffic?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there sufficient room for maintenance and repair?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there provision for incoming stock, finished work, and scrap?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate lighting in general and at points of operation?	<input type="checkbox"/>	<input type="checkbox"/>	

**ADDITIONAL COMMENTS:**

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