

SAMPLE MACHINE GUARDING SELF-INSPECTION CHECKLIST

Requirements for All Safeguards

- Do the safeguards provided meet the minimum OSHA requirements?
- Do the safeguards prevent workers' hands, arms, and other body parts from making contact with dangerous moving parts?
- Are the safeguards firmly secured and not easily removable?
- Do the safeguards ensure that no objects will fall into the moving parts?
- Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?
- Can the machine be oiled without removing the safeguard?
- Is there a system for shutting down the machinery and locking/tagging out before safeguards are removed?
- Can the existing safeguards be improved?

Mechanical Hazards

The Point of Operation:

- Is there a point-of-operation safeguard provided for the machine?
- Does it keep the operator's hands, fingers, body out of the danger area?
- Is there evidence that the safeguards have been tampered with or removed?
- Could changes be made on the machine to eliminate the point-of-operation hazard entirely?

Power Transmission Apparatus:

- Are there any unguarded gears, sprockets, pulleys, or flywheels on the apparatus?
- Are there any exposed belts or chain drives?
- Are there any exposed set screws, key ways, collars, etc.?
- Are starting and stopping controls within easy reach of the operator?
- If there is more than one operator, are separate controls provided?

Other Moving Parts:

- Are safeguards provided for all hazardous moving parts of the machine, including auxiliary parts?

Non-Mechanical Hazards:

- Have appropriate measures been taken to safeguard workers against noise hazards?
- Have special guards, enclosures, or personal protective equipment been provided, where necessary to protect workers from exposure to harmful substances used in machine operation?

Electrical Hazards:

- Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements?
- Are there loose conduit fittings?
- Is the machine properly grounded?
- Is the power supply correctly fused and protected?
- Do workers occasionally receive minor shocks while operating any of the machines?