

## Machine Guarding Checklist

Organization \_\_\_\_\_ Date \_\_\_\_\_  
 Machine Name \_\_\_\_\_  
 Department \_\_\_\_\_ Machine # \_\_\_\_\_

### SPECIFIC GUARDING REQUIREMENTS

#### Points of Operation:

YES NO

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 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

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 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

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 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 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 there 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"/> |

*continued*

**SPECIFIC GUARDING REQUIREMENTS** *(continued)***YES****NO**

Is the machine wired so that it must be manually re-started if power is interrupted and then re -applied?

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Are controls that require two handed activation wired to include the following:

Concurrent use of both hands

☐☐

Anti-repeat

☐☐

Anti-hold down

☐☐

Is electrical wiring installed in a “workman -like” manner? (i.e. readily visible connections etc.)

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Can the machine be locked out at the main power source for each power source?

Electrical

☐☐

Steam

☐☐

Hydraulic

☐☐

Pneumatic

☐☐

Natural gas

☐☐

Other

☐☐

Are devices used to release/block stored energy?

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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 shutdowns?

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If equipment is provided with a “jog” function, can the control be used to operate the machine continuously (instead of “inching”) ?

☐☐**Other Moving Parts:**

Are the guards provided for other hazardous moving parts of the machine, including auxiliary parts?

☐☐**GENERAL GUARDING REQUIREMENTS****YES****NO**

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?

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If the machine has a “thread speed” mode, do safety devices (i.e. interlocks, photocells, etc.) continue to function in this mode?

☐☐

Do interlocked barriers incorporate a braking system, or zero motion detection system when “coast down” time is a concern?

☐☐*continued*

**GENERAL GUARDING REQUIREMENTS** *(continued)***YES****NO**

Do the guards themselves create hazards such as shear or pinch points or sharp edges?

☐☐

Can adjustments be made without removing or opening any guards?

☐☐

Can the machine be lubricated without removing or opening any guards?

☐☐

Does the operator have enough room to work without being exposed to aisle traffic?

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Is there sufficient room for maintenance and repair?

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Is there provision for incoming stock, finished work, and scrap?

☐☐

Is there adequate lighting in general and at points of operation?

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