

# POLICIES AND PRACTICES

## MACHINE GUARDING CHECKLIST

Adapt this checklist for your workplace and its equipment and the requirements of the OHS laws in your jurisdiction, including any special requirements for the specific type of machinery. Use the checklist to inspect machinery and equipment in your workplace and review your related training and procedures to ensure they meet all of the safety requirements under the OHS laws, particularly the guarding requirements.

<b>Machine Guards: Basic Requirements</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Do the guards provided meet the minimum requirements under OHS law?			
Do the guards prevent workers' hands, arms and other body parts from making contact with dangerous moving parts?			
Are the guards firmly secured and not easily removable?			
Do the guards ensure no objects will fall into the moving parts?			
Do the guards permit safe, comfortable and relatively easy operation of the machine?			
Can the machinery be oiled without removing the guard?			
Is there a system for shutting down the machinery and locking/tagging out before guards are removed?			
Can the existing guards be improved?			
<b>Mechanical Hazards: Point of Operation</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Is there a point-of-operation guard on machine?			
If so, does this guard keep the operator's hands, fingers, body, etc. out of the danger area?			
Is there evidence the guards have been tampered with or removed?			
Is it possible to use a more practical, effective guard?			
Could changes be made on the machinery to eliminate the point-of-operation hazard entirely?			
<b>Mechanical Hazards: Power Transmission Apparatus</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
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 for each?			
Are guards provided for all other hazardous moving parts of the machinery, including auxiliary parts?			
<b>Non-Mechanical Hazards: Electrical</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Is the machinery installed in compliance with all applicable fire protection and electrical requirements included in the OHS and/or other laws?			
Are there loose conduit fittings?			
Is the machinery properly grounded?			
Is the power supply correctly fused and protected?			
Do workers ever receive minor shocks while operating the machinery?			
<b>Training</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Do workers, including machine operators and maintenance workers, have the necessary training on how to use the guards and why?			
Have workers been trained on where the guards are located, how they provide protection and what hazards they protect against?			
Have workers been trained on how and under what circumstances guards can be removed?			
Have workers been trained on the procedures to follow if they notice guards that are damaged, missing, or inadequate?			
Have workers been trained on how to safely dress when operating the machinery, i.e., no loose-fitting clothing, unrestrained long hair, jewelry, etc.?			
<b>Maintenance and Repair</b>	<b>YES</b>	<b>NO</b>	<b>Comments</b>
Have maintenance workers received up-to-date instruction on the machines they service?			
Do maintenance workers lock out the machinery from its power sources before beginning repairs and routine maintenance work?			
Where several maintenance workers work on the same machinery, are multiple lockout devices used?			
Do maintenance workers use appropriate and safe equipment in their repair and maintenance work?			
Is the maintenance equipment itself properly guarded, if necessary?			
<b>Inspector Name (s)</b>			<b>Date</b>