**Sample Machine Guarding Checklist**

Failure to lock out moving parts of a machine can result in severe or fatal injuries for workers and fines for employers. To determine safeguarding needs, use the following checklist.

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| **Requirement for Safeguards** | **Yes** | **No** |
| Do safeguards prevent workers’ hands, arms and other body parts from contacting moving parts? | [ ]  | [ ]  |
| Are safeguards easy to remove? | [ ]  | [ ]  |
| Do safeguards block objects from potentially falling into the moving parts? | [ ]  | [ ]  |
| Do safeguards permit safe and easy machine operation? | [ ]  | [ ]  |
| Can the machine be oiled without removing the safeguard? | [ ]  | [ ]  |
| Is there a system for shutting down machinery before removing safeguards? | [ ]  | [ ]  |
| Can existing safeguards be improved? | [ ]  | [ ]  |
| Mechanical Hazards |  |  |
| *The Point of Operation:* |  |  |
| Is there a point-of-operation safeguard for the machine? | [ ]  | [ ]  |
| Does the point-of-operation keep the operator’s hands, fingers and body out of the danger area? | [ ]  | [ ]  |
| Is there evidence that safeguards have been tampered with or removed? | [ ]  | [ ]  |
| Is there a safer and more effective safeguard to use? | [ ]  | [ ]  |
| Could changes be made to eliminate the point-of-operation hazard entirely? | **[ ]**  | **[ ]**  |

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| *Power Transmission Apparatus:* | **Yes** | **No** |
| Are there any unguarded gears, sprockets, pulleys or flywheels on the apparatus? | [ ]  | [ ]  |
| Are any belts/chain drives exposed? | [ ]  | [ ]  |
| Are any set screws/key ways/collars exposed? | [ ]  | [ ]  |
| Are the starting and stopping controls within 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)? | [ ]  | [ ]  |
| Electrical Hazards |  |  |
| Is the machine installed in accordance with any of the applicable electrical codes? | [ ]  | [ ]  |
| Are there any visible loose conduit fittings? | [ ]  | [ ]  |
| Is the machine properly grounded? | [ ]  | [ ]  |
| Is the power supply properly fused and protected? | [ ]  | [ ]  |
| Do workers experience shocks while operating any machine? | [ ]  | [ ]  |
| Training |  |  |
| Are operators and maintenance workers trained on how to properly use safeguards?  | [ ]  | [ ]  |
| Are operators and maintenance workers trained on locations of safeguards, how they provide protection, and what hazards they protect against? | [ ]  | [ ]  |
| Are operators and maintenance workers trained on how and under what circumstances to remove safeguards? | [ ]  | [ ]  |
| Are safe work practices and procedures posted on major equipment and machines? | **[ ]**  | **[ ]**  |
|  | **Yes** | **No** |
| Are workers trained on assessing damaged, missing or inadequate safeguards procedure? | [ ]  | [ ]  |
| Protective Equipment and Proper Clothing |  |  |
| Is protective equipment or clothing required? | [ ]  | [ ]  |
| If protective equipment or clothing is required, is it appropriate for the job (clean, in good condition, stored when not in use)? | [ ]  | [ ]  |
| Is the operator dressed safely for the job (no loose-fitting clothing, no jewellery)? | [ ]  | [ ]  |
| Machinery Maintenance and Repair |  |  |
| Have maintenance workers received up-to-date instruction on any machines to be serviced? | [ ]  | [ ]  |
| Do maintenance workers lock out the machine before beginning repairs? | [ ]  | [ ]  |
| If multiple maintenance personnel are working on the same machine, are multiple lockout devices used? | [ ]  | [ ]  |
| Is the maintenance equipment itself properly guarded? | [ ]  | [ ]  |

**Notes:**

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