

*The following checklist is a guide. It may be used in its entirety or be modified to the specific user's needs by adding or subtracting items from the checklist. For questions concerning any item, contact the Office of Environmental Health and Safety.*

**(31) MACHINE GUARDING**

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

Location of Inspection: \_\_\_\_\_

1. Is there a training program to instruct employees on safe methods of machine operation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
2. Is there adequate supervision to ensure that employees are following safe machine operating procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
3. Is there a regular program of safety inspection of machinery and equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
4. Is all machinery and equipment kept clean and properly maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
5. Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
6. Is equipment and machinery securely placed and anchored, when necessary, to prevent tipping or other movement that could result in personal injury?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
7. Is there a power shut-off switch within reach of the operator's position at each machine?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____
8. Can electric power to each machine be locked out for maintenance, repair, or security?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Comments: _____ _____

<p><b>9. Are the noncurrent-carrying metal parts of electrically operated machines bonded and grounded?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>10. Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>11. Are manually operated valves and switches controlling the operation of equipment and machines clearly identified and readily accessible?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>12. Are all emergency stop buttons colored red?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>13. Are all pulleys and belts that are within 7 feet of the floor or working level properly guarded?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>14. Are all moving chains and gears properly guarded?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>15. Are splashguards mounted on machines that use coolant, to prevent the coolant from reaching employees?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>16. Are methods provided to protect the operator and other employees in the machine area from hazards created at the point of operation, ingoing nip points, rotating parts, flying chips, and sparks?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____ _____ _____</p>
<p><b>17. Are machinery guards secure and so arranged that they do not offer a hazard in their use?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>

<p><b>18. If special hand tools are used for placing and removing material, do they protect the operator's hands?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>19. Are revolving drums, barrels, and containers required to be guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place, so guarded?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>20. Do arbors and mandrels have firm and secure bearings and are they free from play?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>21. Are provisions made to prevent machines from automatically starting when power is restored after a power failure or shutdown?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>22. Are machines constructed so as to be free from excessive vibration when the largest size tool is mounted and run at full speed?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____</p>
<p><b>23. If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____ _____</p>
<p><b>24. Are fan blades protected with a guard having openings no larger than 1/2 inch, when operating within 7 feet of the floor?</b></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Comments: _____ _____ _____</p>

<b>25. Are saws used for ripping, equipped with anti-kick back devices and spreaders?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Comments:</b> _____ _____
<b>26. Are radial arm saws so arranged that the cutting head will gently return to the back of the table when released?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Comments:</b> _____ _____