



UNIVERSITY OF CALIFORNIA SANTA BARBARA

MACHINE SAFEGUARDING CHECKLIST

Model # _____ Location _____ Department _____ Date _____
 Serial # _____ Volts _____ Amps _____ HP _____
 Inspector's Name _____
 Phase 1 or 3 _____

REQUIREMENTS FOR ALL SAFEGUARDS - QUESTIONS				YES	NO	N/A
1	Do the safeguards provided meet the minimum OSHA Requirements?					
2	Do the safeguards prevent workers hands, arms and other body parts from making contact with dangerous moving parts?					
3	Are th safeguards firmly secured and not easily removalbe?					
4	Do the safeguards ensure that no objects will fall into the movint parts?					
5	Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?					
6	Can the machine be oiled without removint the safeguard?					
7	Is there a system for shutting down the machinery before safeuguards are removed?					
8	Can the existing safeguards be improved?					
MECHANICAL HAZARDS				YES	NO	N/A
The Point of Operation						
9	Is there a point-of-operation safeguard provided for the machine?					
10	Does it keep the operator's hands, fingers, body out of the danger area?					
11	Is there evidence that the safeguards have been tampered with or removed?					
12	Could you suggest a more practical, effective safeguard?					
13	Could changes be made on the machine to eliminate the point-of-operation hazard entirely?					
Power Transmission Aparatus						
14	Are there any unguarded gears, sprockets, pullys, or flywheels on the apparatus?					
15	Are there any exposed belts or chain drives?					
16	Are there any exposed set screws, key ways, collars, etc.?					
17	Are starting and stopping controls within easy reach of the operator?					
18	If there is more than one operator, are separate controls provided?					
Other Moving Parts						
19	Are safeguards provided for all hazardous moving parts of the machine, including auxiliary parts?					

NONMECHANICAL HAZARDS		YES	NO	N/A
20	Have appropriate measures been taken to safeguard workers against noise hazards?			
21	Have special guards, enclosures, or personal protective equipment been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation?			
ELECTRIC HAZARDS		YES	NO	N/A
22	Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements?			
23	Are there loose conduit fittings?			
24	Is the machine properly grounded?			
25	Is the power supply correctly fused and protected?			
26	Do workers occasionally receive minor shocks while operating any of the machines?			
TRAINING		YES	NO	N/A
27	Do operators and maintenance workers have the necessary training in how to use the safeguards and why?			
28	Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection, and what hazards they protect against?			
29	Have operators and maintenance workers been trained in how and under what circumstances guards can be removed?			
30	Have workers been trained in the procedures to follow if they notice guards that are damaged, missing or inadequate?			
PROTECTIVE EQUIPMENT AND PROPER CLOTHING		YES	NO	N/A
31	Is protective equipment required?			
32	If protective equipment is required, is it appropriate for the job, in good condition, kept clean and sanitary, and stored carefully when not in use?			
33	Is the operator dressed safely for the job (i.e., no loose-fitting clothing or jewelry)?			
MACHINERY MAINTENANCE AND REPAIR		YES	NO	N/A
34	Have maintenance workers received up-to-date instruction on the machines they service?			
35	Do maintenance workers lock out the machine from its power sources before beginning repairs?			
36	Where several maintenance persons work on the same machine, are multiple lock out devices used?			
37	Do maintenance persons use appropriate and safe equipment during their repair work?			
38	Is the maintenance equipment itself properly guarded?			
39	Are maintenance and servicing workers trained in the requirements of 29CFR 1910.147, lockout/tagout, and do the procedures for lockout/tagout exist before they attempt their tasks?			

Source: OSHA 3067