

## Machine Guarding Assessment Checklist

**NOTE:** This checklist is not all-inclusive or exhaustive. It does NOT address physiological hazards (e.g., noise, illumination, and vibration), ventilation (dust, emissions), chemical hazards, environmental concerns or ionizing / non-ionizing radiation.

Requirements for all Hazardous Locations		YES	NO
1	Is there a point-of-operation guard?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are all belts or chain drives fully enclosed by guards?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are all gears, sprockets, pulleys, or fly-wheels fully enclosed by guards?	<input type="checkbox"/>	<input type="checkbox"/>
4	Are all rotating set screws, key ways, or collars fully enclosed by guards?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are all rotating parts, reciprocating or transverse motions fully enclosed by guards?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are all in-running nip point hazards fully guarded for the entire length of the nip?	<input type="checkbox"/>	<input type="checkbox"/>
7	Are all parts that can entangle, draw-in, or trap an operator's clothing or hair fully guarded?	<input type="checkbox"/>	<input type="checkbox"/>
8	Are any hazards created by high pressure gas or fluid properly guarded or isolated from the work area?	<input type="checkbox"/>	<input type="checkbox"/>
9	Do all openings providing access to danger-areas of ¼ inch or greater size properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>
10	Are there warning labels, color-coding or markings to show hazardous areas?	<input type="checkbox"/>	<input type="checkbox"/>
Hazard and Machine Controls		YES	NO
1	Are the on/off or start/stop switches separate, not a "toggle-style" switch, are push-button and/or mushroom head style?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are they color coded green for start, red for stop?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are starting and stopping controls within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>
4	If there is more than one operator, are separate controls provided?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are emergency stop buttons, wires, or bars provided?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are the emergency stops clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards		YES	NO
1	Are all electric plugs three-prong with a ground, and plugged into a grounded outlet?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are electric wires fully protected by double-wire insulation near the plug's cord grip?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are all conduit fittings tight and appear to be in good repair and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>
4	Is the path to ground from the equipment continuous and permanent?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are wires and cables adequately supported and properly terminated to prevent shock and fire hazard?	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the power supply correctly fused and protected?	<input type="checkbox"/>	<input type="checkbox"/>
7	Are the lockout/tagout points labeled and identified?	<input type="checkbox"/>	<input type="checkbox"/>
Requirements for All Existing Safeguards		YES	NO
1	Do the safeguards prevent workers' hands, arms, and other body parts from making contact with dangerous moving parts?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are the safeguards firmly secured to the machine?	<input type="checkbox"/>	<input type="checkbox"/>
3	Are safeguards tamper-resistant and difficult to remove or bypass?	<input type="checkbox"/>	<input type="checkbox"/>
4	Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?	<input type="checkbox"/>	<input type="checkbox"/>
5	Are the guards free of hazardous projections, unfinished surfaces, weld splatter, sheared-exposed edges, or other kind of sharp edge?	<input type="checkbox"/>	<input type="checkbox"/>
6	Do the safeguards ensure that no objects will fall into the moving parts?	<input type="checkbox"/>	<input type="checkbox"/>
7	Can the machine be lubricated without removing the safeguard?	<input type="checkbox"/>	<input type="checkbox"/>
8	Is there a procedure for shutting down the machinery and locking / tagging it out before safeguards are removed?	<input type="checkbox"/>	<input type="checkbox"/>
9	Are existing safeguards adequate to keep safe all personnel from hazards associated with normal machine operation and possible malfunction?	<input type="checkbox"/>	<input type="checkbox"/>
10	Is there a more practical or effective safeguard?	<input type="checkbox"/>	<input type="checkbox"/>
11	Will this machine "fail safe" if one or more utilities are impeded or removed?	<input type="checkbox"/>	<input type="checkbox"/>
12	Will this machine "fail safe" if sensors, interlocks or operational components fail?	<input type="checkbox"/>	<input type="checkbox"/>
13	Will this machine "fail safe" if machine control logic malfunctions?	<input type="checkbox"/>	<input type="checkbox"/>
14	Will this machine "fail safe" if an interlock or emergency stop is activated?	<input type="checkbox"/>	<input type="checkbox"/>
If "NO" is selected, identify the corrective action needed. Use back of this document as needed.			

**Retain Original at Department Level & Submit Copy to Risk Management**