

Machine Guarding Audit Checklist

Work Area: _____

Audit Date: _____

Equipment Name/No: _____

Audit Team: _____

Items marked "No" should be listed on the "Risk Assessment Inventory Form" and circumstances/conditions described in detail including risk level and recommendations for safeguarding improvements.

Points of Operation	Yes	No	N/A	Comments
Is there a guard or safety device provided for each point of operation of the machine?				
Do these guards prevent the operator's hands, arms or other body parts to make contact with hazardous machine parts by reaching over, under, around or through the guard?				
Is there evidence that guards have been tampered with or bypassed to make them ineffective (at the time of this review)?				
Are guards firmly secured and not easily removed.? (i.e.does it require special tools to unscrew?).				

Power Transmission Apparatus	Yes	No	N/A	Comments
Are there any unguarded gears, sprockets, pulleys, flywheels, shafts, belts, couplings, or chain drives on the equipment?				
Do power transmission guards prevent the operator's hands, arms or other body parts to make contact with dangerous moving parts by reaching over, under, around or through the guard?				
Are there any exposed set screws, key ways, collars etc.?				
Are guards in good condition and firmly secured?				

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Operator Controls	Yes	No	N/A	Comments
Are starting / stopping controls easily accessible within easy reach of the operator?				
If there is more than one operator station, are separate controls so located that operators can see the entire operation?				
Are controls, including foot controls, guarded against accidental activation?				
Are controls labeled to identify its function?				
Are controls similar in type and arrangement to other similar machines in the plant?				
Are emergency stop controls easily accessible and clearly identified?				
Is the machine wired so that it must be manually re-started if power is interrupted and then re-applied?				

Specific Guarding Requirements	Yes	No	N/A	Comments
Can the machine be locked out at the main power source for each power source? Electrical ___ Steam _____ Hydraulic ___ Pneumatic ___ Natural gas _____ Other _____				
Are controls, including foot controls, guarded against accidental activation?				
If equipment is provided with a "jog" function, can the control be used to operate the machine continuously (instead of inching)?				
If applicable; has a separate circuit and lockout capability been provided for auxiliary equipment (i.e. hot melt pot) on the machine which may require power during short duration maintenance shutdowns?				
Are the guards provided for other hazardous moving parts of the machine, including auxiliary parts?				

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General Guarding Requirements	Yes	No	N/A	Comments
If access is normally required to a danger zone of the machine, (such as for clearing jams) are interlocked barrier guards or similar system used to prevent access while the machine is in operation?				
If the machine has a "thread speed" mode, do safety devices (i.e. interlocks, photocells, etc.) continue to function in this mode?				
Do the guards themselves create hazards such as shear or pinch points or sharp edges?				
Can adjustments be made without removing or opening any guards?				
Can the machine be lubricated without removing or opening any guards?				
Does the operator have enough room to work without being exposed to aisle traffic?				
Is there adequate room for maintenance and repair?				
Is there provision for incoming stock, finished work, and scrap?				
Is there adequate lighting in general and at points of operation?				

Findings

Sn	Action to be taken	Action By	Target	Status