## Example Machine Safety Checklist

This is an example machine safety checklist that can be used to evaluate your equipment. It is critical that the user understands that this is an example checklist and does not cover all hazards of all machines. The user needs inform themselves of the hazards of the equipment and review the checklist to ensure that all reasonably expected hazards are being addressed.

## Machine Safety Item – Pre Purchase/Production Start Up

Complete this portion of the checklist either prior to purchasing and starting the equipment for the first time or the first time you are completing the checklist.

| **Safety Item** | **Yes**  | **No**  | **N/A**  | **Action** |
| --- | --- | --- | --- | --- |
| Have equipment drawings, manuals, literature, etc. been reviewed for potential guarding issues and manufacturers recommended guarding on equipment.  |  |  |  |  |
| Are all pulleys, belt drives, chain drives, gears, sprockets, flywheels, etc. properly guarded from the front and back? |  |  |  |  |
| Are there any exposed moving parts on the equipment? |  |  |  |  |
| Has an ergonomic evaluation been conducted for the machine operation, loading and maintenance operations?  |  |  |  |  |
| Has the noise level of the equipment been assessed in order to understand impacts to the hearing protection program?  |  |  |  |  |
| Are “point of operation” guards provided on the equipment? |  |  |  |  |
| Are interlocked chuck guards provided on lathes? |  |  |  |  |
| Are chip guards provided on machines that may produce flying metal chips or shavings? |  |  |  |  |
| Have chip rakes and chip hooks been provided for machines that produce metal chips and shavings? |  |  |  |  |
| Are emergency stop controls (E-stops) provided and are they in easy reach of the operator? |  |  |  |  |
| Are spark guards provided on equipment that produces sparks? |  |  |  |  |
| Are light beam guards also required on this equipment (for equipment that has severe injury potential should a body part become entangled in the equipment)? |  |  |  |  |
| Are splash guards provided on equipment that has the potential for splashing oil or other liquids on the floor creating a slipping hazard? |  |  |  |  |
| Is equipment that is designed to be secured due to a risk of tip-over it is secured or has the appropriate rubber feet to protect employees? |  |  |  |  |
| Are pedestal grinders equipped with properly adjusted tool rests and tongue guards? |  |  |  |  |
| Have all alarms and factory interlocks been verified? |  |  |  |  |
| Have the equipment evaluated for LOTO requirements and ensure that all the necessary documents and training are implemented prior to start up.  |  |  |  |  |
| Have employees been trained on how to safely and properly operate the equipment?  |  |  |  |  |

## Machine Safety Item - Routine Machine Guarding Inspection Checklist

| **Safety Item**  | **Yes**  | **No**  | **N/A**  | **Action** |
| --- | --- | --- | --- | --- |
| Are safeguards provided for all hazardous moving parts of the machine? |  |  |  |  |
| Do the safeguards prevent workers’ fingers, hands, arms, and other body parts from making contact with the moving parts? |  |  |  |  |
| Are the guards secured in-place and not easily removed? |  |  |  |  |
| Do the guards provide protection from objects falling into the equipment? |  |  |  |  |
| Do the guards allow for safe and comfortable operations of the machine?  |  |  |  |  |
| Can the machine be oiled, greased, or adjusted without bypassing or removing a safeguard? |  |  |  |  |
| Is the machine shutdown and locked/tagged out before safeguards are bypassed or removed? |  |  |  |  |
| Could the existing safeguards be improved? (If so please list below and identify how it will be addressed) |  |  |  |  |
| Are the machine guards inspections included in the routine preventative maintenance system? |  |  |  |  |
| Is there a “point-of-operation” safeguard provided for the machine? |  |  |  |  |
| Is the machine properly grounded? |  |  |  |  |
| Are all electrical parts/wires properly protected? |  |  |  |  |
| Have operators and maintenance personnel been trained on the hazards and safeguards of the equipment? |  |  |  |  |
| If PPE is required…is it clear to the operator the specific PPE required? |  |  |  |  |
| Are prohibited items or clothing documented and is the operator clear on the requirements? (e.g. no loose clothing, jewelry, rings, necklaces, etc.) |  |  |  |  |
|  |  |  |  |  |

### Get Help

DOSH consultation offers [confidential, no-fee, professional advice and assistance](https://links-1.govdelivery.com/CL0/https%3A//lni.wa.gov/safety-health/preventing-injuries-illnesses/request-consultation/%3Futm_medium%3Demail%26utm_source%3Dgovdelivery/1/01000195b0cd1b63-69575a92-8b29-45cb-8c0e-4bf4a91ed63a-000000/NBy5ScmXH1DF9t8NS_Eu273prHDBOJ9cCs0c73DHoVk%3D397). These services can help you find and fix hazards in your workplace and strengthen your safety program. It’s okay to ask us for help with your safety requirements--it’s why we’re here.

**No fines or penalties will result from issues uncovered during a consultation**. However, consultants will ask you to correct any serious issues and offer assistance.

Visit Lni.wa.gov/DOSHConsultation for more information.