

Michigan Municipal Workers' Compensation Fund Safety and Health Resource Manual

Date: _____

Department: _____

Workstation: _____

Machine Guarding Check List

Answers to the following questions should assist you in determining safeguarding requirements at a workstation or in evaluating potential machine guarding exposures.

Requirements for All Safeguards

	<u>Yes</u>	<u>No</u>
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 the safeguards firmly secured and not easily removable?	_____	_____
4. Do the safeguards ensure that no object will fall into the moving parts?	_____	_____
5. Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?	_____	_____
6. Can the machine be oiled without removing the safeguard?	_____	_____
7. Is there a system for shutting down the machinery before safeguards are removed?	_____	_____
8. Can the existing safeguards be improved?	_____	_____

Mechanical Hazards

The point of operation:

1. Is there a point-of-operation safeguard provided for the machine?	_____	_____
2. Does it keep the operator's hands, fingers, and body out of the danger area?	_____	_____
3. Is there evidence that the safeguards have been tampered with or removed?	_____	_____
4. Could you suggest a more practical, effective safeguard?	_____	_____
5. Could changes be made on the machine to eliminate the point-of-operation?	_____	_____

Power transmission apparatus:

1. Are there any unguarded gears, sprockets, pulleys, or flywheels on the apparatus?	_____	_____
2. Are there any exposed belts or chain drives?	_____	_____
3. Are there any exposed set screws, key ways, collars, etc.?	_____	_____
4. Are starting and stopping controls within easy reach of the operator?	_____	_____
5. If there is more than one operator, are separate controls provided?	_____	_____

Other moving parts:

1. Are safeguards provided for all hazardous moving parts of the machine including auxiliary parts?	_____	_____
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Non-mechanical Hazards

1. Have appropriate measures been taken to safeguard workers against noise hazards? _____
2. 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

1. Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements? _____
2. Are there loose conduit fittings? _____
3. Is the machine properly grounded? _____
4. Is the power supply correctly fused and protected? _____
5. Do workers occasionally receive minor shocks while operating any of the machines? _____

Training

1. Do operators and maintenance workers have the necessary training in how to use the safeguards and why? _____
2. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection, and what hazards they protect against? _____
3. Have operators and maintenance workers been trained in how and under what circumstances guards can be removed? _____
4. Have workers been trained in the procedures to follow if they notice guards that are damaged, missing or inadequate? _____

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Protective Equipment and Proper Clothing

1. Is protective equipment required? _____
2. 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? _____
3. Is the operator dressed safely for the job (i.e., no loose-fitting clothing or jewelry)? _____

Machinery Maintenance and Repair

1. Have maintenance workers received up-to-date instruction on the machines that they service? _____
2. Do maintenance workers lock out the machine from its power sources before beginning repairs? _____
3. When several maintenance persons work on the same machine, are multiple lockout devices in use? _____
4. Do maintenance persons use appropriated and safe equipment in their repair work? _____
5. Does the maintenance equipment itself have proper guarding? _____
6. Are maintenance and servicing workers trained in the requirements of 29 CFR 1910.147, lockout/tagout hazard, and do the procedures for lockout/tagout exist **before** they attempt their tasks? _____