

# SAFETY IN MANUFACTURING

## Safeguarding Checklist

Photocopy this checklist. Use it to analyze all of the moving machinery in your workplace.

### MACHINE GUARDING CHECKLIST

#### GUARDING REQUIREMENTS

1. Do the guards prevent workers' hands, arms, and other body parts from making contact with dangerous moving parts?  
Yes  No
  2. Are the guards firmly secured and not easily removable?  
Yes  No
  3. Do the guards ensure that no objects will fall into the moving parts or explode out?  
Yes  No
  4. Do the guards permit safe, comfortable, and relatively easy operation of the machine?  
Yes  No
  5. Can the machine be oiled or greased without removing the guard?  
Yes  No
  6. Does the machine automatically shut down when the guard is removed?  
Yes  No
  7. Can the existing guards be improved?  
Yes  No
3. Is there evidence that the guards have been tampered with or removed?  
Yes  No
  4. Could you suggest a more practical, effective guard?  
Yes  No
  5. Could changes be made on the machine to eliminate the point-of-operation hazard entirely?  
Yes  No

#### Power transmission apparatus:

1. Are there any unguarded gears, sprockets, pulleys or flywheels on the apparatus?  
Yes  No
2. Are there any exposed belts or chain drives?  
Yes  No
3. Are there any exposed set screws, key ways, collars, etc.?  
Yes  No
4. Are starting and stopping controls within easy reach of the operator?  
Yes  No
5. If there is more than one operator, are separate controls provided?  
Yes  No

#### MECHANICAL HAZARDS

##### The point-of-operation:

1. Is there a point-of-operation guard provided for the machine?  
Yes  No
2. Does it keep the operator's hands, fingers, body out of the danger area?  
Yes  No

##### Other moving parts:

1. Are guards provided for all hazardous moving parts of the machine, including auxiliary parts?  
Yes  No

## EDUCATION AND TRAINING

1. Do operators and skilled trades workers have the necessary education and training in how to use the guards?  
Yes  No
2. Does the education include examples of workers in your workplace or elsewhere who might have lost their life or their limbs from lack of machine guarding?  
Yes  No
3. Have production workers and skilled trades workers been trained in where the guards are located, how they provide protection, and what hazards they protect against?  
Yes  No
4. Have production workers and skilled trades workers been trained in how and under what circumstances guards can be removed?  
Yes  No
5. Have workers been trained in the procedure to follow if they notice guards that are damaged, missing or inadequate?  
Yes  No
6. Do skilled trades workers have the necessary education and training in how to build the safety aspects of guards?  
Yes  No

## PROTECTIVE EQUIPMENT AND PROPER CLOTHING

1. Is protective equipment required?  
Yes  No
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?  
Yes  No
3. Is the operator dressed safely for the job (no loose fitting clothing or jewelry)?  
Yes  No

## MACHINERY MAINTENANCE AND REPAIR

1. Have skilled trades workers received up-to-date instructions on the machines they service?  
Yes  No
2. Do skilled trades workers lock out the machine from all of its energy sources before beginning repairs?  
Yes  No
3. Is the maintenance equipment itself properly guarded?  
Yes  No

Source: CAW Health and Safety Department, "Blowin' in the Wind"® Machine Guarding Prevents Death" (used with permission).