

Appendix F – General Machine Guarding Inspection Checklist

Inspector Name:			Date of Inspection:			
Building:			Room Number:			
Department:						
	Finding	Question	Yes	No	N/A	
General Guarding Safety						
1	Effectiveness of Safeguards	Do the safeguards prevent workers hands, arms, and other body parts from making contact with dangerous moving parts?				
2	Safeguard Installation	Are the safeguards firmly secured and not easily removable?				
3	Machine Protection	Do the safeguards prevent objects from falling into or contacting moving parts?				
4	Safe Machine Operation	Do the safeguards permit safe, comfortable, and relatively easy operation of the machine?				
5	Machine Lubrication	Can machinery be lubricated without removing the safeguards?				
6	General Machine Controls	Are starting and stopping controls within easy reach of the operator?				
7	Posting of Safety Signage	Are safety signs (danger, warning, or caution, etc.) posted where necessary?				
8	Fixed Machine Anchoring	Are all machines designed for a fixed location securely anchored to prevent movement?				
9	Standard Operating Procedures (SOP)	Are SOPs for each machine available and is the information up to date?				
10	Area and Machine Access	Is the shop or room where machinery is located secured against unauthorized users and access?				
Point of Operation Safety						
11	Point of Operation Guarding	Is point of operation guarding installed on the machine?				
12	Guarding Effectiveness	Does the guarding keep the operator's hands, fingers, and/or body out of the danger area?				
13	Evidence of Tampering	Is there evidence that the safeguards have been tampered with or removed?				
14	Cutting Tool Condition	Are blades, bits, and other cutting tools sharp and free of damage?				
Mechanical Power Transmission Safety						
15	Unguarded Gears, Pulleys, or Flywheels	Are there any unguarded gears, sprockets, pulleys, or flywheels on the machine?				
16	Exposed Belts/Chains	Are there any exposed belts or chain drives?				
17	Exposed Set Screws	Are there any exposed set screws, keyways, collars, etc.?				

