

Safe Operating Procedure

(12/03)

CHECKLIST FOR SAFEGUARDS

The Occupational Safety and Health Administration (OSHA) provides a sample self-inspection checklist for safeguards and other hazards. This checklist should help determine safeguarding needs in work areas by drawing attention to hazardous conditions or practices requiring corrections.

Requirements for all Safeguards

1. Do the safeguards provided meet the minimum OSHA requirements?
2. Do the safeguards prevent worker's 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 objects 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 and locking/tagging out 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 changes be made on the machine to eliminate the point-of-operation hazard entirely?

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?

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?

Electrical 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?