Machine Guard Inspection Checklist

One of your key responsibilities in preventing machine injuries is to conduct regular inspections to ensure that appropriate machine guards are in place and working the way they're supposed to. Here's a Checklist you can use to conduct these inspections listing the basic items to check. This is a general, technology-neutral Checklist. So, while you shouldn't subtract anything, you may want to add items to check based on the specific kinds of machines and methods of guarding you actually use at your workplace

Building _____ Room _____

Supervisor _____ Date _____

Inspection Performed by _____

GENERAL REQUIREMENTS				
REQUIREMENT	**YES**	**NO**	**NA**	**COMMENTS**
Do guards meet minimum OHS/OSHA criteria?				
Do guards prevent hands, arms and other body parts from making contact with dangerous moving parts?				
Are guards firmly secured and hard to remove?				
Do guards ensure that no object falls into moving parts?				
Do guards allow for safe, comfortable and relatively easy operation of machine?				
Can machine be oiled without removing guard?				

Is there a system for shutting down machinery before guards are removed?				
Are guards provided for all hazardous moving parts of machine including auxiliary parts?				
POINT OF OPERATION REQUIREMENTS				
REQUIREMENT	**YES**	**NO**	**NA**	**COMMENTS**
Is a point-of-operation guard provided for machine?				
If so, does it keep operator’s hands, fingers, body out of danger area?				
Is there evidence that guard has been removed or tampered with?				
Are more effective, practical guards possible?				
Is it possible to change machine in a practicable way that would eliminate point-of-operation dangers completely?				
POWER TRANSMISSION APPARATUS REQUIREMENTS				
REQUIREMENT	**YES**	**NO**	**NA**	**COMMENTS**
Are there any unguarded gears, sprockets, pulleys or flywheels on apparatus?				
Are there any exposed belts or chain drives?				
Are there any exposed set screws, key ways, collars, etc.?				
Are start and stop controls within easy reach of operator?				
If there’s more than one operator, are separate controls provided?				