Machinery and Equipment Troubleshooting Policy Checklist

Working with machinery and equipment is always hazardous. But workers are especially at risk when they try to troubleshoot machinery that isn’t working properly. And troubleshooting is a common task in many workplaces. So given its inherent hazards, it’s important that you have a troubleshooting policy to ensure that workers can safely address machinery issues.

Machinery and Equipment Troubleshooting Policy Checklist

	YES	NO	COMMENTS
WHO CAN TROUBLESHOOT			
Circumstances in which the worker operating the machinery or equipment is permitted to troubleshoot			
Circumstances in which only a competent or qualified person may troubleshoot			
A definition of competent or qualified person			
Procedures for when a competent or qualified person is needed to troubleshoot			
MACHINE GUARDS			
Circumstances in which a worker is permitted to remove or disable a machine guard			
Alternate safety protections to use when a guard has been removed			

Procedures to follow after a guard has been removed			
Procedures to follow after a guard has been replaced			
LOCKOUT			
Circumstances in which machinery or equipment must be locked out for troubleshooting			
Reference to company lockout policies and procedures			
Circumstances in which machinery or equipment doesn’t have to be locked out for troubleshooting			
Procedures to follow when troubleshooting energized machinery or equipment			
Reference to safe work procedures for troubleshooting specific machinery or equipment			
Requirement that safe work procedures for troubleshooting specific machinery or equipment be posted by such machinery or equipment			
TRAINING			
Requirement that all workers be trained on troubleshooting policy			
What the policy training will cover			

Requirement that workers be trained on the safe work procedures for troubleshooting the machinery or equipment on which they work			
When retraining on the policy and procedures will be conducted			