

Machine Guarding Audit Checklist

Facility/Plant: _____ **Date:** _____

Auditing Employee (print): _____ **(sign)** _____

Location/Area: _____

List all machines audited: _____

	Yes	No	N/A
Requirements for all Safeguards			
1. Guards firmly secured and not easily removable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Guards permit safe, comfortable, and relatively easy operation of the machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Procedures established/followed to ensure machine is shut down before guards being removed (Authorized LOTO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Hazards			
1. Point-of-operation guard provided for the machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Guard's current position prevents workers' hands, arms, and other body parts from making contact with dangerous moving parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Gears, sprockets, pulleys, or flywheels guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Belts or chain drives guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Conveyor nip points guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Bench or hand grinders guarded (chip/spark/kickback/particle protection)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Alligator shears' point of operation guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Set screws, key ways, collars, etc. guarded (not exposed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Guards provided for any other hazardous moving parts of the machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Hazards			
1. Starting and stopping controls (E Stops) within easy reach of the operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Special guards, enclosures, or PPE has been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Electrical cords, conduit fittings and conductors in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Machine properly grounded, with power supply correctly fused and protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training/PPE/Proper Clothing			
1. Operators/maintenance workers trained in how to use the safeguards and why	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Operators/maintenance workers trained on guard location, how they provide protection, and under what circumstance guards can be removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. PPE available and training provided to operators/maintenance workers, where necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Operator dressed safely for the job (i.e., no loose-fitting clothing or jewelry)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Summary of deficiencies found and corrective action taken (use back, attach pictures if needed)

Supervisor Review (print): _____ **(sign)** _____ **Date:** _____