

# Machine Guarding Checklist

**Regulatory Requirements:** Occupational Safety and Health Administration Standards [29 CFR1910.211 through 1920.219](#), Machinery and Machine Guarding. Fort Sam Houston Memorandum 385-18, Machine Guarding.

**Purpose:** To provide a checklist (quick reference) to all personnel working at Fort Sam Houston and its satellite installations. Checklist is intended for operators to be aware of potential hazards and safeguarding needs around machinery (cutting, power press etc.), with moving parts: point of operation, incoming nip points, rotating parts, flying chips and sparks.

## Machine Guarding Checklist

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Answers to the following questions should help determine the safeguarding needs of his or her own workplace, by drawing attention to hazardous conditions or practices requiring correction.

### Requirements for all Safeguards

	Yes	No
1. Do the safeguards provided meet the minimum OSHA requirements?	_____	_____
2. Do the safeguards prevent workers' hands, arms, and other body parts for making contact with dangerous moving parts?	_____	_____
3. Are the safeguards firmly secured and not easily removable?	_____	_____
4. Do the safeguards ensure that no object 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 before safeguards are removed?	_____	_____
8. Can the existing safeguards be improved?	_____	_____

### Mechanical Hazards

	Yes	No
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, body out of the danger area?	_____	_____
3. Is there evidence that the safeguards have been tampered with or removed?	_____	_____
4. Could you suggest a more practical, effective safeguard?	_____	_____
5. Could changes be made on the machine to eliminate	_____	_____

the point-of-operation hazard entirely?	_____	_____
<b>Power transmission apparatus:</b>	<b>Yes</b>	<b>No</b>
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?	_____	_____
<b>Other moving parts:</b>	<b>Yes</b>	<b>No</b>
1. Are safeguards provided for all hazardous moving parts of the machine including auxiliary parts?	_____	_____
<b>Nonmechanical Hazards</b>	<b>Yes</b>	<b>No</b>
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?	_____	_____
<b>Electric Hazards</b>	<b>Yes</b>	<b>No</b>
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?	_____	_____
<b>Training</b>	<b>Yes</b>	<b>No</b>
1. Do operators and maintenance workers have the necessary training in how to use the safeguards and why?	_____	_____
2. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection, and what hazards they protect against?	_____	_____
3. Have operators and maintenance workers been trained in how and under what circumstances guards can be removed?	_____	_____
4. Have workers been trained in the procedures to follow if they notice guards that are damaged, missing, or inadequate?	_____	_____
<b>Protective Equipment and Proper Clothing</b>	<b>Yes</b>	<b>No</b>

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| 1. Is protective equipment required?   | _____ | _____ |
| 2. If protective equipment is required, is it appropriate for the job, in good condition, kept clean and sanitary, and stored carefully when not in use? | _____ | _____ |
| 3. Is the operator dressed safely for the job (i.e., no loose-fitting clothing or jewelry)?  | _____ | _____ |

<b>Machinery Maintenance and Repair</b>	<b>Yes</b>	<b>No</b>
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| 1. Have maintenance workers received up-to-date instruction on the machines they service?  | _____ | _____ |
| 2. Do maintenance workers lock out the machine from its power sources before beginning repairs?  | _____ | _____ |
| 3. Where several maintenance persons work on the same machine, are multiple lockout devices used?  | _____ | _____ |
| 4. Do maintenance persons use appropriate and safe equipment in their repair work?   | _____ | _____ |
| 5. Is the maintenance equipment itself properly guarded?   | _____ | _____ |
| 6. Are maintenance and servicing workers trained in the requirements of 29 CFR 1910.147, lockout/tagout hazard, and do the procedures for lockout/tagout exist <b>before</b> they attempt their tasks? | _____ | _____ |

For additional assistance, please contact Mr. Guadalupe Gomez via email at [Guadalupe.Gomez@CEN.AMEDD.ARMY.MIL](mailto:Guadalupe.Gomez@CEN.AMEDD.ARMY.MIL) or by phone at 221-9882 or contact Mr. Marty Dinivahi via email at [marty.dinivahi@amedd.army.mil](mailto:marty.dinivahi@amedd.army.mil) or by phone at 221-9872 for information on machine guarding.