

# MACHINE GUARDING WORKPLACE ASSESSMENT TOOL

<b>Facility or Area:</b>	<b>Assessor:</b>	<b>Date:</b>
Description of Requirement		Compliant?
<b>A. General Equipment</b>		
1. Have all machine guards been reviewed/approved by the safety staff or other qualified person?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are electrical (and other hazardous energy) lock-out and de-energization controls available, where needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Are power shutoffs within easy reach of operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are emergency stops within easy reach of operators during normal machine use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Have all controls for new or relocated machines been tested to assure they are operating properly prior to machine use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Has the position of controls been reviewed by safety staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Does each piece or type of equipment have documented procedures or operations manuals that provide instruction for the safe start-up, operation, or shut-down of the machine?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Is machinery where safeguards must be removed for a specific task operated only by exception, with additional LOTO safeguards in place, and only performed by a qualified or specifically trained operator?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Do all operators understand the function and operation of all safety devices and controls on the machines to which they are assigned?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Are safety devices checked and tested at the beginning of each work shift (or for continuous running machines at each period of down time)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>B. Safeguard Design Considerations</b>		
1. Are safety devices checked and tested prior to placing the machine back into service after repair, adjustment or maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Are operators protected by safeguards from nips, rotating or flying parts, point-of operation hazards, moving chains and gears, chips or sparks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Do general safeguards prevent any part of the operator's body from being in the danger zone during the operating cycle?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Are safeguards affixed to the machines (or where not feasible, secured elsewhere) to protect the operators from hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Are point-of-operation guards designed and constructed to prevent any part of the body from entering the danger zone during the operating cycle?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Are guards firmly secured, not easily removed, and constructed of appropriate materials for the type of work performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Are guards constructed and set so they do not present additional hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
8. Where drums or barrels are revolving (tumble blending) to blend materials, is an enclosure that is interlocked with the drive mechanism present and functioning properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Description of Requirement	Compliant?
1. Are fans less than seven feet above the floor guarded with an opening no larger than ½ inch?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Is equipment designed for a fixed location secured to prevent tipping, walking or moving?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Are special tools for placing or adjusting materials readily available to supplement protective devices, where required?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>C. Mechanical/Power Presses Equipped with Presence-Sensing Devices</b>	
1. Friction brakes are capable of quickly stopping the operation of the press and of holding the slide in constant position.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Foot pedals are protected to prevent accidental operation of the machine by falling objects or by stepping on the pedals.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Foot pedals have pads with non-slip contact areas.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Foot pedal return spring(s) are of the compression type or are designed to prevent interleaving of spring coils in the event of breakage.	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Foot pedal counterweight paths of travel are enclosed.	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Hand lever operated power presses have a spring latch on the operating lever.	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. The operating levers on hand-tripped presses having more than one operating station are interlocked to prevent the tripping of the press except by the concurrent use of all levers.	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. On machines using part revolution clutches in addition to the above, a red color stop control is used to open the clutch, apply the brake and stop the machine.	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. The main power disconnect switch on each machine is capable of being locked only in the main OFF position.	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. The motor start button is protected by a guard, cover, etc., to prevent accidental operation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
11. Mechanical power press controls have drive motor-starters that automatically disconnect from the power source when there is a power failure.	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Electrical clutch/brake control electrical circuits have features that will prevent an accidental ground in the control circuit causing false operation of the press.	<input type="checkbox"/> YES <input type="checkbox"/> NO
13. The electronic device is operated from a closed electric circuit so that the interruption of current prevents the machinery from cycling.	<input type="checkbox"/> YES <input type="checkbox"/> NO
14. The facility utilized the formula found in 29CFR1910.217(c) (3) (iii) (e) when determining the safe distance from sensing field to the point of operation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
15. The device is not used on full revolution mechanical power presses (i.e. can only be used with part revolution mechanical power presses).	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>D. Machinery with Two Hand Controls</b>	
1. Controls are installed and supervised to prevent operation by one hand only.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Controls are located far enough apart to prevent operation with the hand and elbow of one arm.	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Separate two-hand controls requiring concurrent activation are provided for each operator when press tasks require two operators.	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. The facility utilizes the formula found in 29CFR1910.217(c) (d) (vii) (c) to ensure that controls are located far enough from the point of operation to prevent the operator from reaching the danger zone after energizing the controls.	<input type="checkbox"/> YES <input type="checkbox"/> NO

Description of Requirement	Compliant?
<b>E. Woodworking Machinery (table saws, band saws, etc.)</b>	
1. All belts, pulleys, gears, shafts and moving parts are guarded in accordance with 29CFR1910.219.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Controls are arranged so that an operator may cut off the power from the machine without leaving their position at the point of operation.	<input type="checkbox"/> YES <input type="checkbox"/> NO
• Saws are guarded by an adjustable hood or enclosure capable of adjusting to the size of the material being cut.	<input type="checkbox"/> YES <input type="checkbox"/> NO
• Radial arm saws have a return.	<input type="checkbox"/> YES <input type="checkbox"/> NO
• Disk sanding machines have a guard enclosing the revolving disk.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>F. Abrasive Wheel Machinery</b>	
1. The spindle end, nut and flange projections are guarded.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Work rests are in place and kept adjusted close to the wheel (1/8 inch maximum).	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. The distance between the wheel periphery and the tongue guard does not exceed 1/4 inch.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>G. Press Brakes</b>	
1. Do brake monitors automatically prevent the activation of a successive stroke if the safe stopping time or distance could fall outside set limitations (do they monitor each stroke)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Do type B and movable barrier device monitors detect slide top-stop overrun beyond normal limits?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Do monitors provide an indication (visual or audible) when brake performance has deteriorated outside set limits?	<input type="checkbox"/> YES <input type="checkbox"/> NO

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