



MACHINE GUARDING CHECK LIST

Organization: District School Board Ontario North East Date: _____

Department: _____

Machine Name: _____ Machine # _____

SPECIFIC GUARDING REQUIREMENTS

YES NO

Points of Operation:

Is there a guard or safety device provided for each point of operation of the machine? ☐ YES ☐ NO

Do the guards allow the operator's hands, arms, or other body parts to make contact with hazardous machine parts? ☐ YES ☐ NO

Is there evidence that the guards have been tampered with or bypassed to make them ineffective? ☐ YES ☐ NO

Are the guards firmly secured and not easily removed? ☐ YES ☐ NO

Power Transmission Apparatus:

Are there any unguarded gears, sprockets, pulleys, flywheels, shafts, belts, couplings, or chain drives on the equipment? ☐ YES ☐ NO

Do power transmission guards allow the operator's hands, arms, or other body parts, to make contact with moving parts by reaching over, under, around or through the guard? ☐ YES ☐ NO

Are there any exposed set screws, key ways, collars etc.? ☐ YES ☐ NO

Are guards in good condition and firmly secured? (fasteners should require the use of hand tools for removal) ☐ YES ☐ NO

Operator Controls:

Are starting/stopping controls within easy reach of the operator? ☐ YES ☐ NO

If there is more than one operator station, are separate controls so located that operators can see the entire operation? ☐ YES ☐ NO

Are controls, including foot controls, guarded against accidental activation? ☐ YES ☐ NO

Are controls labeled to identify their function? ☐ YES ☐ NO

Are controls similar in type and arrangement to other similar machines in the plant? ☐ YES ☐ NO

Are emergency stop controls easily accessible and clearly identified? ☐ YES ☐ NO

Is the machine wired so that it must be manually re-started if power is interrupted and then re-applied? ☐ ☐

Are controls that require two handed activation wired to include the following:
Concurrent use of both hands ☐ Anti-repeat ☐ Anti-hold down ☐ ☐ ☐

Is electrical wiring installed in a “workman-like” manner? (i.e., readily visible connections etc.) ☐ ☐

Can the machine be locked out at the main power source for each power source?
Electrical ☐ Hydraulic ☐ Steam ☐
Pneumatic ☐ Natural Gas ☐ Other ☐ ☐ ☐

Are devices used to release/block stored energy? ☐ ☐

If applicable, has a separate circuit and lockout capability been provided for auxiliary equipment (i.e., hot melt pot) on the machine which may require power during short duration maintenance shutdowns? ☐ ☐

If equipment is provided with a “jog” function, can the control be used to operate the machine continuously (Instead of “inching”)? ☐ ☐

Other Moving Parts:

Are the guards provided for other hazardous moving parts of the machine, including auxiliary parts? ☐ ☐

GENERAL GUARDING REQUIREMENTS

	YES	NO
If access is normally required to a danger zone of the machine, (such as for clearing jams) are interlocked barrier guards or similar system used to prevent access while the machine is in operation?	☐	☐
If the machine has multiple speeds, do safety devices (i.e., interlocks, photocells, etc.) continue to function at all speeds?	☐	☐
Do interlocked barriers incorporate a braking system, or zero motion detection system when “coast down” time is a concern?	☐	☐
Do the guards themselves create hazards such as shear or pinch points or sharp edges?	☐	☐
Can adjustments be made without removing or opening any guards?	☐	☐
Can the machine be lubricated without removing or opening any guards?	☐	☐
Does the operator have enough room work without being exposed to aisle traffic?	☐	☐
Is there sufficient room for maintenance and repair?	☐	☐
Is there provision for incoming stock, finished work, and scrap?	☐	☐
Is there adequate lighting in general and at points of operation?	☐	☐