**Machine Guarding Audit Checklist**

**Facility/Plant:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Auditing Employee (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(sign)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location/Area:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List all machines audited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 **Yes No N/A**

 **Requirements for all Safeguards**

1. Guards firmly secured and not easily removable □ □ □
2. Guards permit safe, comfortable, and relatively easy operation of the machine □ □ □
3. Procedures established/followed to ensure machine is shut down before guards being removed (Authorized LOTO) □ □ □

 **Mechanical Hazards**

1. Point-of-operation guard provided for the machine □ □ □
2. Guard’s current position prevents workers' hands, arms, and other body parts from making contact with dangerous moving parts □ □ □
3. Gears, sprockets, pulleys, or flywheels guarded □ □ □
4. Belts or chain drives guarded □ □ □
5. Conveyor nip points guarded □ □ □
6. Bench or hand grinders guarded (chip/spark/kickback/particle protection) □ □ □
7. Alligator shears’ point of operation guarded □ □ □
8. Set screws, key ways, collars, etc. guarded (not exposed) □ □ □
9. Guards provided for any other hazardous moving parts of the machine □ □ □

 **Other Hazards**

1. Starting and stopping controls (E Stops) within easy reach of the operator □ □ □
2. Special guards, enclosures, or PPE has been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation □ □ □
3. Electrical cords, conduit fittings and conductors in good condition □ □ □
4. Machine properly grounded, with power supply correctly fused and protected □ □ □

 **Training/PPE/Proper Clothing**

1. Operators/maintenance workers trained in how to use the safeguards and why □ □ □
2. Operators/maintenance workers trained on guard location, how they provide protection, and under what circumstance guards can be removed □ □ □
3. PPE available and training provided to operators/maintenance workers, where necessary □ □ □
4. Operator dressed safely for the job (i.e., no loose-fitting clothing or jewelry) □ □ □

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

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**Supervisor Review (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(sign)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**  \_\_\_\_\_\_\_\_\_\_\_