

Machine safeguarding checklist

In addition to using the guard safety scale to confirm that the machine and equipment guards in your workplace meet CSA standards, use this checklist to help identify existing and/or potential safeguarding hazards during scheduled and unscheduled inspections. Corrective action requirements (including who is responsible and the timeline for follow up) should be documented in the space provided at the end of the checklist. Remove from use any machinery with inadequate safeguards until action has been taken to correct the deficiency. This checklist a starting point and may not include every safeguard requiring inspection.

Safeguarding requirements	Yes	No
<ol style="list-style-type: none">1. Do the existing safeguards pass the guarding safety scale risk assessment (meets CSA Standard Z432-16)?2. Could changes be made to the machine or process to eliminate the hazard entirely?3. Can the existing guard(s) be improved to be more effective?4. Are the guards firmly secured and not easily removable/require a tool to remove?5. Does the safeguard ensure that no objects will fall into the moving parts or contain any materials that may be ejected?6. Do the guards prevent workers' hands, arms and other body parts from contacting dangerous moving parts?7. Do the guards permit safe, comfortable and relatively easy operation of the machine?8. Does the machine automatically shutdown when the guard is opened or removed?9. Can the machine be oiled/greased/lubricated without removing the guard(s)?10. Is there a procedure for shutting down the machine before removing safeguards?		

Mechanical hazards: point of operation**Yes** **No**

1. Is there a point-of-operation guard provided for the machine?
2. Does the safeguard keep the operator's hands, fingers and body from contacting the point of operation?
3. Is there evidence that the guards have been tampered with or removed?
4. Can you make changes on the machine to eliminate the point-of-operation hazard entirely?

**Mechanical hazards:
Power transmission apparatus****Yes** **No**

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, keyways, collars, rotating shafts, 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 for each operator?

Mechanical hazards: other moving parts**Yes** **No**

1. Are safeguards provided for all hazardous moving parts of the machine, including auxiliary parts?

Electrical hazards**Yes** **No**

1. Is the machine installed in accordance with the applicable standards and codes?
2. Are conduit fittings loose?
3. Is the machine properly grounded and bonded as required by code?
4. Are there openings on the switch or junction boxes?
5. Is the power supply correctly fused and protected?



Education and training

Yes No

1. Do workers have the necessary education and training to use the safeguards?
2. Does the education include examples of workers in your workplace or elsewhere who might have lost their life or their limbs from lack of machine guarding?
3. Have workers been trained on where the guards are located, how they provide protection and what hazards they protect against?
4. Have workers been trained on how and under what circumstances guards can be removed?
5. Have workers been trained how to remove guards when equipment is locked out and de-energized?
6. Have workers been trained on a procedure to follow if they notice guards that are damaged, missing or inadequate?
7. Do workers have training in the procedure to follow if they notice safeguards are damaged, missing, or inadequate?
8. Do workers have the necessary qualifications to design, build and install safeguarding?
9. Does education include a personal assessment of characteristics (for example, long hair) that could pose a hazard with inadequately guarded machinery
10. Are maintenance workers qualified and trained on lock-out/tag-out and de-energization of machinery?



Personal protective equipment and proper clothing

Yes No

1. Is personal protective equipment (PPE) required in the operation of the machine?
2. Is PPE in good condition, kept clean and sanitary, and stored properly when not in use?
3. Is the operator dressed safely for the job (no loose clothing or jewelry)?
4. Are workers required to wear hearing protection, gloves, eye protection, safety footwear, etc.?
5. Have special guards, enclosures or PPE been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation (hydraulic fluid, cutting fluid)?

Machinery maintenance and repair

Yes No

1. Have maintenance workers received up-to-date instructions on the machines they service?
2. Do maintenance workers lock-out the machine from all energy sources prior to beginning repairs/servicing?
3. Are maintenance workers qualified and trained on lock-out/tag-out and de-energization of machinery?
4. When there are several workers that are working on the same machinery, do they use readily available group lockout procedures developed by a qualified person?
5. Do workers use equipment and tools that are safe and appropriate for the task at hand (spark-resistant tooling)?



Other safety systems to check

Yes No

1. Has the safety control system been reviewed by a qualified person and determined to be compliant (if applicable)?
2. Are emergency stops, pull cords or bars provided and are accessible to the worker?
3. Are the emergency stops clearly marked and coloured red?
4. Are there warning labels, markings or painted lines/sections to show hazardous areas?

Corrective actions required	Person responsible	Timelines

