



**Machines and Machine Guarding
Self-Audit Checklist**

Building _____ Room _____ Supervisor _____ Date _____

Audit Performed by _____

	Y	N	NA	COMMENTS
A. General Requirements for Machines and Machine Guarding				
1. Guards prevent worker's hands, arms, or other body parts from making contact with moving parts				
2. Guards firmly secured and not easily removable				
3. Guards permit safe, comfortable, and relatively easy operation of the machine				
4. Machine controls within easy reach of the operator				
5. Procedures established to ensure machine is shut down before guard is removed				
B. Guarding of Mechanical Hazards				
1. Point-of-operation guards provided and in place				
2. Gears, sprockets, pulleys, and flywheels guarded				
3. Belts and chain drives guarded				
4. Exposed set screws, key ways, collars, and the like guarded				
5. Guards provide for any other hazardous moving part of the machine				

	Y	N	NA	COMMENTS
C. Evaluation of Non-mechanical Hazards				
1. Noise measurements taken, where necessary				
2. Substances used in machine operations evaluated				
3. Electrical cords or connectors in good repair				
4. Personal protective equipment available, where necessary				
5. Operator dressed safely for the job				
D. Training				
1. Workers trained in the recognition of machine hazards and the importance of using safeguards				
2. Lockout/tag-out training provide, where necessary				
3. Electrical Safety-Related Work practices training provided, where necessary				
4. Personal protective equipment training provided, where necessary				