



Machine and Power Tool Safety Checklist

Version 1.2
January 2018

Machine and Power Tool Safety Checklist

Overview

The purpose of this checklist is to provide the auditor with a guide to ensure thorough and consistent machinery and power tool safety audits.

Facility and Contact Information

| | | | |
|----------------------|--|-----------------|--|
| Facility Name | | Location | |
|----------------------|--|-----------------|--|

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| Facility Manager or Contact: | |
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|-----------------------------|--|
| Description of Area: | |
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|---|--|
| Number of individuals in this work area: | |
|---|--|

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|---|--|
| Is this facility used by students? | |
|---|--|

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|--|--|---------------------------------|--|
| Air handler that serves the area: | | Location of air handler: | |
|--|--|---------------------------------|--|

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| Does the air handler serve other areas in addition to this facility? | |
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|---|--|-----------------|--|
| Is dust or fume extraction system exist in the facility? | | Describe | |
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| Is there an emergency shower unit in the facility? | | Is inspection current? | |
|---|--|-------------------------------|--|

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|--|--|-------------------------------|--|
| Is there an emergency eyewash unit in the facility? | | Is inspection current? | |
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|-----------------------|--|
| Date of audit: | |
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|-------------------|--|
| Auditor(s) | |
|-------------------|--|

Work Area Evaluation

| Program Area | OK | Needs Attention | Not Applicable | Comments |
|---|----|-----------------|----------------|----------|
| Administrative | | | | |
| Clothing: No loose cuffs, gloves, neckties, drawstrings etc. while operating machinery with rotating parts. | | | | |
| Hair: Tied back or otherwise secured. | | | | |
| Jewelry: Not worn while operating machinery or tools. | | | | |
| Training: Operators have received training on safe use of machinery or tools. Training is documented. | | | | |
| Noise: EHRS contacted for noise survey. | | | | |
| Lockout/Tagout: Used for service adjustment and maintenance of machinery. | | | | |
| Machines must be attached to the floor or work surface. | | | | |
| Personal Protective Equipment – Required equipment is supplied and properly stored. | | | | |
| Emergency Irrigation Equipment – Eyewash and safety shower in place and routinely tested. | | | | |
| Safety policy – Facility has a safety policy that covers required supervision, access to tools & machines, safe work practices and personal protective equipment requirements. | | | | |
| Electrical | | | | |
| Machines & equipment directly connected to a receptacle. | | | | |
| Extension cords – Not used as a substitute for permanent wiring. Not connected in series. Not used in conjunction with a power strip. | | | | |
| Anti-Restart Switch - machines that could injure the operator upon unexpected restart after a power interruption must be equipped with a reset switch that prevents unexpected starting. | | | | |
| Clearance of 36-inches maintained in front of electrical equipment requiring service. | | | | |

| Program Area | OK | Needs Attention | Not Applicable | Comments |
|---|-----------|------------------------|-----------------------|-----------------|
| Power control for the machine must be easily accessible from the operator's work position. | | | | |
| Hazardous Energy Isolation - Machines that require service or adjustment must be provided with a means to be locked out while the work is performed. | | | | |
| Grounding - Ensure machines and tools are double insulated or properly grounded. Grounding prongs on cords. | | | | |
| Power cords - Jackets are not cracked or otherwise damaged. | | | | |
| Labeling – ensure all breakers and disconnects are labeled indicating machinery and equipment operated by the circuit. | | | | |
| Light bulbs located within eight feet of the floor are protected by a cage or other means to prevent breakage. | | | | |
| Machine Guarding | | | | |
| Table saw – Ensure blade guards, splitter and non-kickback fingers are installed. Drive belts & pulleys are enclosed. Push sticks & feather boards provided. | | | | |
| Radial arm saw – Ensure blade guard, and non-kickback fingers are in place. Saw must return to start position when released. Saw must have a stop to prevent blade from extending beyond front of table. | | | | |
| Hand circular saw – Blade guard in place. | | | | |
| Band saw – Ensure blade is guarded. Only the blade at point of operation should be exposed. Drive pulleys & belts covered. | | | | |
| Drill press – Drive belts & pulleys enclosed. Guard for bit and chuck. Spring loaded chuck key. | | | | |
| Jointers – Self adjusting guard over cutter head. Push blocks provided. | | | | |
| Planers/Moulders - Barriers prevent contact with point of operation. | | | | |

| Program Area | OK | Needs Attention | Not Applicable | Comments |
|---|-----------|------------------------|-----------------------|-----------------|
| <i>Lathes</i> – Drive belts & pulleys enclosed. Guard chuck and use spring-loaded keys. Guards provided to protect operators from chips and cutting oils. Lead screw guarded to prevent entanglement of hair or clothing. Easily accessible stop switch. | | | | |
| <i>Sanders</i> – Unused portion of belts & discs enclosed. Nip points at roller/belt interface enclosed. Sanding belts replaced when they become worn. | | | | |
| <i>Power shears</i> – Point of operation guarded. Foot treadle enclosed. | | | | |
| <i>CNC machines</i> – Machine fully enclosed with interlocking doors. Polycarbonate panels are in good condition. Lockout tagout procedure for service or maintenance. | | | | |
| <i>Grinders</i> - Only the point of operation of the grinding wheel is exposed (25%) the remainder is enclosed. Tool rest positioned within 1/8-inch of the wheel, tongue guard positioned within 1/4-inch of the wheel. Wheels ring tested prior to use. Speed rating of wheel matches grinder. | | | | |
| <i>Pneumatic nailers/staplers</i> – Equipped with device that only allows operation when pressed against work surface. | | | | |
| <i>Compressed air</i> for cleaning – Limited to 30 psi. Safety cleaning nozzles used. | | | | |
| Mechanical Power Transmission Equipment – All belts and pulleys enclosed. | | | | |
| <i>Fans</i> – When within seven feet of the floor, fan blades must be enclosed with no openings greater than 1/2-inch. | | | | |
| <i>Chain saws</i> – Proper PPE including eye protection, mesh face shield, hearing protection, hard hat chaps, hearing protection, safety toe boots. Functional saw chain brake. | | | | |

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| Sharpened blade. Spark arrestor on exhaust. | | | | |
| Program Area | OK | Needs Attention | Not Applicable | Comments |
| <i>Power Take Offs (PTO)</i> – Ensure master guards and drive shaft guards in place. | | | | |
| <i>Lawn mowers</i> – All drive belts and pulleys enclosed. Blade is fully enclosed. Roll over protection system on riding mowers. Mower must be used with either a catcher system or guard covering discharge opening in place. Deadman control that interrupts power to drive when released. Blade stops within 15-seconds of shut down. | | | | |
| <i>Agricultural machinery</i> – Ensure all point of operation and drive system guards are in place. Follow specific procedures listed in the FARMHAT checklist. | | | | |
| <i>Hydraulics</i> – Any hydraulically operated parts that could cause injury if the hydraulics fail or controls activate, must have safety support bars that physically lock the hydraulic cylinders in the open position. | | | | |
| Welding | | | | |
| <i>PPE</i> - Ensure proper shielding and eye protection is used by employee or student performing welding. | | | | |
| <i>Setup</i> -Workers within adjacent area are protected by welding curtains. | | | | |
| <i>Setup</i> -Welding area is isolated from other areas of the shop. | | | | |
| <i>Fire Safety</i> -Fire and combustible hazards are removed from the welding area. | | | | |
| <i>Fire Safety</i> -Appropriate fire extinguisher is accessible. | | | | |
| <i>Fire Safety</i> - A hot work permit must be attained from Fire and Emergency Services (FES) prior to using equipment within the designated area. | | | | |
| <i>Equipment</i> -Welding cables/tube are free from damage. | | | | |

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| <i>Equipment- Welding gas cylinders are free from damage.</i> | | | | |
| <i>Equipment- Color coded hoses for oxygen (green) and fuel gases (red).</i> | | | | |

Summary of Findings

Summary of findings and action taken:

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| Report Submitted by: | | Date: | |
| Report recipient: | | | |
| Work request or third party involvement – Describe: | | | |

Notes: