**General Industry Machinery Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Training and Procedure**

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| Have all workers using the machine(s) been trained to use the machine correctly and safely (including refresher training)? |
| Have all workers been trained on the safety features of the machine (safeguards, start/stop controls, emergency stop etc.)? |
| Have all present workers been trained in the proper response for safety issues that might arise? |
| Have employees been trained on the correct use of all PPE? |
| Is the machine’s operating manual and other documentation present, accurate and easily accessible to machine operators? |
| Are operating procedures documented and posted at the machine location? |
| Are the electrical, hydraulic, and pneumatic diagrams for the machine available and up to date? |
| Are all operating manuals, safety procedures and other documentation translated into the language understood by the workers? |

**Mechanical Hazards**

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| Are all exposed moving parts (chains, belts, gears, flywheels, etc.) protected by fixed or adjustable guards? |
| Are any other exposed mechanical parts free from sharp or otherwise hazardous edges (e.g., bolts, screws, edges)? |
| Is the machine properly anchored to the ground or other structures as needed? |
| Are limit switches installed to stop operation when a limit is exceeded? |

**Electrical Hazards**

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| Has machinery been set-up and calibrated according to applicable codes, standards, and manufacturer's instruction? |
| Is the machinery properly grounded and bonded as appropriate? |
| Does the power supply have the correct fuses and protection? |
| Are all electrical connections tight with no frayed wires? |
| Are open connections capped off to prevent shock hazards? |
| Are all hazardous wires or other electrical components suitably marked and labeled to convey dangers? |
| Are trip hazards from cords and cables properly managed? |

**Protective Equipment**

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| Are workers dressed properly to operate the machinery safely (no jewelry, no loose clothing, proper footwear, hair tied back, etc.)? |
| Are boots, gloves, face / eye, and hearing protections provided as needed? |

**Maintenance and Repair**

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| Is there a maintenance log present at the machine, completed fully and punctually? |
| Has the maintenance log been checked as accurate and up to date? |
| Are workers trained in how to review maintenance information to ensure that the machine is ready to use? |
| Are maintenance workers trained in safe procedures such as disconnecting the machine from power sources, and use of LOTO if needed? |

**Additional Considerations**

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| Are starting and stopping controls functioning correctly, and within easy reach? |
| Is there a master cut-off switch for the machinery being used? |
| Are hazardous or harmful materials (lubricants, chemicals, scrap materials, etc.) stored and used in line with approved procedures? |
| Is appropriate and plentiful emergency response equipment available?  |
| Is there a first aid kit (including an eyewash station) available? |
| Are workers monitored for noise exposure and are they protected adequately based on findings? |
| Are workers subject to a safe comfortable work environment (temperature, humidity, noise, light, radiation, etc.)? |
| Is the machine operating area well-lit including areas close to machine hazards? |
| Are floors and walkways clean and dry? |
| Are worker/machine ergonomics considered and measures adopted as far as possible to minimize physical stresses? |