**Machine Guarding 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.

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| Have employees received training in safe methods of machine operation? |
| Is a supervisor, or equivalent competent employee, present to ensure safe machine operating procedures are followed? |
| Has a routine safety inspection program for machinery and equipment been established? |
| Is there a power shutoff switch within reach of the operator’s position at each machine? |
| Are all emergency stop buttons colored red? |
| Is all machinery and equipment clean and properly maintained? |
| Do machines have sufficient clearance between them to allow for safe operation, setup, and all related maintenance activities? |
| Is equipment and machinery securely anchored to prevent tipping or other movement that could result in injury to employees? |
| Are electrically operated machines bonded and grounded? |
| Are manually operated valves and switches that control the operation of equipment and machines clearly identified and readily accessible? |
| Are foot-operated switches guarded or arranged to prevent accidental activation by operators or falling objects? |
| Are all moving chains and gears properly guarded? |
| Are all pulleys and belts properly guarded? |
| Are methods provided to protect the operator and other employees in the machine area from operational hazards such as rotating parts, pinch points, flying filings and debris, and sparks? |
| Are machinery guards secured and arranged so they do not present a hazard in their use? |
| Are adjustable guards used where moving parts cannot be made completely inaccessible? |
| Are fixed guards only able to be undone with a tool? |
| Are adjustable guards readily adjustable without tools? |
| Does a guard prevent the start of hazardous machinery functions until the guard is closed and locked, and remain so until machine turn off and hazardous functions have ceased? |
| If electronic controls are in place, is control system designed and constructed so that a fault in hardware or software does not lead to risk? |
| If electronic controls are in place, Is the control system designed and constructed so that reasonably foreseeable human error does not lead to risk? |
| If electronic controls are in place, does the design of the control system ensure that the machine does not start unexpectedly? |