

Sample Machine Safeguarding Evaluation Form

EVALUATED BY: _____ SURVEY DATE: _____
 Plant: _____ Bldg: _____ Dept: _____ Location: _____
 Machine Type: _____ Inv.#: _____ Model: _____ Date Built: _____
 Equipment Photographed: Date _____ By _____

ASSESSMENT CATEGORIES — Circle, check, or fill in items.

I. Mechanical Hazards

A. Point of Operation

- 1. Boring/drilling
- 2. Cutting/turning
- 3. Forming
- 4. Grinding
- 5. Milling
- 6. Punching
- 7. Shaping
- 8. Machine center
- 9. Other:

B. Power Transmission

- 1. Belts/chains/pulley
- 2. Brakes/clutches
- 3. Connecting rods
- 4. Couplings
- 5. Cams
- 6. Cranks
- 7. Flywheels
- 8. Gears
- 9. Shafts
- 10. Spindles
- 11. Other:

II. Non-Mechanical Hazards

A. Guarding considerations

- 1. Air systems
- 2. Pneumatics
- 3. Coolants
- 4. Fire control
- 5. Fluids/water: _____
- 6. Nat. gas: _____
- 7. Hydraulics
- 8. Noise
- 9. Stored energy
- 10. Vibration
- 11. Temperature: _____
- 12. Electrical

III. Machine Safeguarding

- 1. Barriers
- 2. Location & distance
- 3. Feeding/ejection
- 4. Enclosure
- 5. Pers. Prot. Equip. (PPE)
- 6. Interlocks yes no
- Control reliable yes no
- Limit switch yes no
- 7. Presence Sensing Devices (PSD)
- a-Mat type: captive active
- size: length _____ width _____
- b-Photo optical type:
- single beam yes no
- multiple beam yes no
- horizontal yes no
- vertical yes no
- both yes no
- length _____ height _____
- adequate coverage yes no
- c-Point of operation yes no
- d-Danger zone yes no
- e-Perimeter guard yes no
- f-Control reliable yes no
- 8. Safety Controls
- Two hand controls yes no
- Two hand trips yes no
- Concurrent yes no
- Restraints/pullbacks yes no
- 9. Other: yes no

IV. Lockout/Tagout

- 1. Policy/procedures yes no
- 2. Devices/blocks yes no
- 3. Zero energy yes no
- 4. Locks/tags yes no
- 5. Power disconnects yes no
- 6. Other: yes no

V. Ergonomic Safeguarding

- 1. Workstation design OK modify
- 2. Guard design OK modify
- 3. Guard application OK modify
- 4. Proper tools OK modify
- 5. Process Improvements yes no modify

VI. Electrical

- Schematics available yes no
- Motor HP _____ Full load amps _____ Phase _____
- Service factor _____ Voltage _____
- Operator control voltage _____ ac _____ dc
- Electrical disconnect yes no
- Readily accessible yes no
- Less than 6.5 ft. high yes no
- Disconnect type: magnetic mechanical

VII. Emergency Stop Controls

- Pull cord type slack line tensioned
- Push button _____ Mushroom _____ Red _____
- Recessed _____ On/off _____ No E-stop
- More than one _____ How many _____
- Control reliable yes no
- Clearly identified yes no
- Yellow background yes no
- Readily accessible yes no
- 1st more than 26" yes no

VIII. Power Failure/Restart

- Manual restart yes no
- Auto restart yes no
- Brake: Power on only yes no
- Power off only yes no
- none
- Auto Retraction yes no
- How far _____

IX. Special Observations or conditions

Note below in comments

Comments:

Sheet 1 of _____

Dimensions and sketches
on other side: yes no

Additional comments
on other side: yes no

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