



# SAFETY CHECK



Risk Control at United Fire Group | riskcontrol@unitedfiregroup.com | 800-828-2705

## Machine guarding safety checklist

SAFETY CHECKLIST	YES	NO	NI*
Is guarding in place to protect point of operation, power transmission, ingoing nip points, rotating parts, flying chips and/or sparks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a training program to instruct employees on safe methods of machine operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate supervision to ensure that employees are following safe machine operating procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a regular program of safety inspection of machinery and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all machinery and equipment kept clean and properly maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is sufficient clearance provided around and between machines to allow for safe operations, set up and servicing, material handling and waste removal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment and machinery securely anchored to prevent tipping or other movement, resulting in personal injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a power shut-off switch within the operator's reach at each machine?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can electrical power to each machine be locked out for maintenance, repair, or security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are manually operated valves and switches that control the operation of equipment and machines clearly identified and readily accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all emergency stop buttons colored red?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all pulleys and belts within 7 feet (2.1336 meters) of the floor or working level properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all moving chains and gears properly guarded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do machines that use coolant have splash guards to prevent the coolant from reaching employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are methods provided to protect the operator and other employees in the machine area from hazards, such as flying chips and sparks, created at the point of operation, ingoing nip points or rotating parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*NI = Needs improvement

UFG Insurance is the marketing name used to refer to United Fire & Casualty Company and its property and casualty subsidiaries and affiliates. This form, supplied by UFG Insurance, merely provides minimum guidelines to follow and may be utilized as a tool for fact-gathering purposes to assist in your investigation. The information requested above is not exhaustive and you should, at your own discretion, request any necessary additional information as the specific situation may warrant.



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Are machine guards secure and arranged so they do not cause a hazard while in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If special hand tools are used for placing and removing material, do they protect the operator's hands?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are revolving drums, barrels and containers guarded by an enclosure that is interlocked with the drive mechanism, so that revolution cannot occur unless the guard enclosure is in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After a power failure or shutdown, Are provisions made to prevent machines from automatically starting when power is restored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are machines free from excessive vibration when the largest size tool is mounted and run at full speed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When machinery is cleaned with compressed air, is the air pressure controlled and PPE or other safeguards utilized to protect operators and other workers from eye and bodily injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fan blades protected with a guard having openings no larger than 1/2 inch (1.2700 centimeters) when operating within 7 feet (2.1336 meters) of the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are saws used for ripping equipped with anti-kickback devices and spreaders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are radial arm saws arranged so that the cutting head will gently return to the back of the table when released?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the power disconnect for equipment does not also disconnect the electrical control circuit, are the appropriate electrical enclosures identified and is a means provided to ensure that the control circuit can also be disconnected and locked out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the locking out of control circuits instead of locking out main power disconnects prohibited?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all equipment control valve handles provided with a means for locking out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Does the lockout procedure require that stored energy (mechanical, hydraulic, air, etc.) be released or blocked before equipment is locked out for repairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate employees provided with individually keyed personal safety locks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees required to keep personal control of their key(s) while they have safety locks in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it required that only the employee exposed to the hazard can place or remove the safety lock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees required to check the safety of the lockout by attempting a startup after making sure no one is exposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees instructed to always push the control circuit stop button prior to re-energizing the main power switch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a means provided to identify any or all employees who are working on locked-out equipment by their locks or accompanying tags?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are a sufficient number of accident prevention signs or tags and safety padlocks provided for any reasonably foreseeable repair emergency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Comments/recommendations:

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