

HAZARD CHECKLIST

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IDENTIFY

The first step in the hazard management process is to identify hazards - anything that could injure or harm someone. Do a workplace inspection to identify all machinery used. The following hazard checklist is an example of a way in which to identify possible machinery hazards in your workplace.

SAFE USE OF MACHINERY CHECKLIST

Check	Present status	Recommendations
Guarding requirements		
Do guards stop workers touching dangerous moving parts?	Yes/No	
Are guards firmly secured and not easily removable?	Yes/No	
Do guards stop objects falling into the moving parts or from exploding out of the machine?	Yes/No	
Do guards allow safe, comfortable and easy use of the machine?	Yes/No	
Can the machine be maintained without removing the guard?	Yes/No	
Can the existing guards be improved?	Yes/No	
Are there safe procedures in place and a way to shut down the machine if something out of the ordinary happens, like a blockage?	Yes/No	
Mechanical hazards: point of operation		
Is a guard on the machine at every point of operation where there is a hazard?	Yes/No	
Does the guard keep the operator's hands, fingers and body out of the danger area?	Yes/No	
Have the guards been tampered with or removed?	Yes/No	

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Is there a more practical or better guard?	Yes/No
How can point of operation hazards be removed?	Yes/No
Are the tools used for placing and removing material the right length, type and size to keep an operator's hands out of the machine?	Yes/No
Operator controls	
Are start and stop controls in easy reach of the operator?	Yes/No
If there is more than one operator station, are separate controls placed where operators can see the entire operation?	Yes/No
Are controls, including foot controls, guarded against being turned on accidentally?	Yes/No
Are controls labelled clearly with their function?	Yes/No
Are controls similar in type and arrangement to other similar machines in the plant?	Yes/No
Are emergency stop controls easily reached and clearly identified?	Yes/No
Is the machine wired so it must be manually re-started if power is cut and then put on again?	Yes/No
Mechanical hazards: Power transmission	
Are gears, sprockets, pulleys or flywheels guarded?	Yes/No
Are there any exposed belts or chain drives?	Yes/No
Are there any exposed sets, key ways, collars, etc?	Yes/No
Are all hazardous moving parts guarded, including auxiliary parts?	Yes/No
Are start and stop controls in easy reach of the operator?	Yes/No
If there is more than one operator, are there separate controls?	Yes/No

Other hazards

Are other hazards like noise, fumes and vibrations identified and managed?	Yes/No
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Have special guards, enclosures, or personal protective equipment been provided to protect workers from exposure to hazardous substances?	Yes/No
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Have hazards associated with layout, repetitive movements and workload been identified and managed?	Yes/No
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Electrical hazards

Is the machine regularly tagged and tested? If so, how often?	Yes/No
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Are there loose conduit fittings?	Yes/No
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Is the power supply correctly fused and protected?	Yes/No
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Do workers occasionally get minor shocks while using any of the machines?	Yes/No
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Training and supervision

Are operators and skilled workers trained and competent to use the guards?	Yes/No
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Are production workers trained in:	
> where the guards are	
> how they give protection	Yes/No
> what hazards they protect against?	

Are operators supervised by competent staff?	Yes/No
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Have workers been trained in what to do if they notice guards that are damaged, missing or inadequate?	Yes/No
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Protective equipment and clothing

Is protective equipment and clothing needed? Yes/No

Is it right for the job, in good condition, kept clean and stored when not in use? Yes/No

Is the operator dressed safely for the job (no loose-fitting clothing or jewellery)? Yes/No

Machinery maintenance, repair and cleaning

Do technicians, engineers or operators have up-to-date instructions on the machines they service or clean? Yes/No

Do staff or contractors lock-out machines from all energy sources before starting repairs or cleaning? Yes/No

Is the maintenance equipment properly guarded? Yes/No

Where several maintenance staff are working on the same machine, are multiple lock-out devices used? Yes/No

Is the machinery properly maintained and kept clean? Yes/No

Machinery set-up

Is all machinery securely placed and anchored to prevent tipping or other movement? Yes/No

Is the machine laid out so it does not create hazards to operators or others in the workplace? Yes/No

For more information on identifying machinery hazards see Section 3 of the Safe Use of Machinery BPG.