



Machine guarding

safety checklist

Check	yes	no	n/a
Guards			
Where fixed guards are provided, are they of substantial construction and secured into position while machinery is in operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where interlocking guards are provided, can they prevent operation of the machinery when open, and are the guards prevented from opening while the machinery is in operation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a presence sensing system is used, does it operate as intended and stop the machinery when the light beams or sensors are interrupted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do guards protect against hazards to the rear and sides of machinery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
It is practicable to provide a higher level of guarding than already provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe work procedures			
Are pre-operational checks conducted to ensure safety features are in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a presence sensing system is used, is a safe system of work documented and a clearly identified warning provided when the guard is muted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where a presence sensing system is used, are inspection and maintenance records maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate isolation procedures provided for maintenance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where setting, testing and start up of machinery is required with the final means of safeguarding removed, are interim safeguards provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where fixed physical guards are provided, is adequate provision made for cleaning, maintenance, adjustment and repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where it is not practicable to guard machinery, and persons are required to operate or pass in close proximity to dangerous moving parts, is a safe system of work in place to reduce the risks as far as practicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training			
Are operators and maintenance personnel properly trained, familiar with the operation and set up of machinery and able to demonstrate safety features?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information			
Are manufacturers' manuals readily available and understood by operators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are machine controls protected to prevent unintentional operation, adequately marked as to their function and within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are manufacturers' manuals readily available and understood by operators?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are machine controls protected to prevent unintentional operation, adequately marked as to their function and within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are manufacturers' decals and warning signs clearly visible and in English?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other sources of information WorkSafe www.worksafe.wa.gov.au

Legislation

- The Occupational Safety and Health Regulations 1996

Code of practice

- Safe guarding of machinery and plant

Guidance notes

- Isolation of plant
- Safe use of woodworking machinery

Guides

- Machinery and equipment safety – An introduction

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