Equipment / Machinery Checklist



Machines need to move to perform their tasks. Whether it’s a conveyor belt carrying raw material to a mixing tank, power presses bending sheet metal or a drill press punching holes in a piece of wood, they all operate by movements that cause a serious risk to workers.

The risks occur because workers sometimes put their hands or other body parts in the point of operation, get caught in between two moving parts or fail to use proper safety procedures to clear a jammed machine. Not a day goes by when someone isn’t killed by moving machinery or suffers a serious injury like an amputation because they got too close or didn’t follow basic safety procedures.

Prevention
Identifying and controlling the hazards of operating and maintaining equipment or machinery is the start of the process to reduce and eliminate serious injury or death in equipment / machinery operations.
The following are five components that provide the safety checklist.

1. Employer Responsibilities:

- Have a copy of the machine or equipment operator’s manual available for your workers to read and ensure they have read and understood it.
- Ensure workers who operate mobile equipment are properly trained and competent.
- Ask yourself: Have you provided adequate instruction and information to your workers on how to properly operate the equipment or machine?
- Ensure all machines or equipment are in good working condition and ready for operation.
- Ensure all machine shields and guards are in good condition and safety labels are on the equipment.
- Maintain your equipment as per the manufacturer’s instructions (i.e., clutch, brakes, steering).
- Ensure all equipment has a roll-over protective structure (roll bar).
- Confirm equipment brakes are working well in both directions (forward and reverse).
- Confirm all equipment requiring seatbelts have one in good working order.
- Check that the machine has guards where moving parts could injure workers.
- Ensure lock-out procedures are clearly posted and followed.

2. Worker responsibilities

- Wear proper foot protection.
- Wear eye and hearing protection.

- Regularly apply sunscreen in accordance with instructions, or wear sun-protective clothing.
- Ensure all clothing is close-fitting, and secure long hair with a hat or some other means.

3. Pre-operational safety checks

- Locate and ensure you’re familiar with all machine or equipment operations, controls, and lock-out procedures.
- Ensure all equipment or machine shields and guards are fitted, secure, and functional. (If any machine parts are missing or in need of repair, do not operate the equipment.)
- Read the operator’s manual and review the safety labels attached to the equipment before installing or using power take-off equipment (PTO). (If labels on equipment are missing, affix new labels before using it.)
- Use only implements that meet the specifications listed in the machine operator’s manual.
- Keep records of your pre-operational checks.
- Ensure someone knows where you are, what you will be doing, and when to expect you back.

4. Operational safety checks

- Ensure your roll-over protective structure (roll bar) on the machine is in the up position.
- When operating machines, fasten your seatbelt before you move the equipment.
- Operate the machinery using a lower speed, unless the operator’s manual specifically states that it’s safe to use the higher speed.
- Keep all bystanders away from powered equipment and machines.
- Assess the machinery by walking around the operating equipment.

5. Ending operations and cleaning up

- Ensure you shut down, disengage any powered equipment, and shut off the machine engine once you’re done work. Remember to remove and take the keys with you before leave.
- Keep warning labels clean and free from obstructing material. Replace damaged or missing labels with new labels available from the equipment supplier.
- Wait until all moving components have completely stopped before getting off equipment or connecting, disconnecting, adjusting, cleaning, or servicing any powered equipment.
- Keep the work area safe, clean, and tidy.