# Sample Machine Safeguarding Evaluation Form

**EVALUATED BY:** ______________________  **SURVEY DATE:** __________________________

<table>
<thead>
<tr>
<th>Plant:</th>
<th>______________________________</th>
<th>Bldg:</th>
<th>_____________________</th>
<th>Dept:</th>
<th>______________________</th>
<th>Location:</th>
<th>______________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Type:</td>
<td>_______________________</td>
<td>Inv.#:</td>
<td>____________________</td>
<td>Model:</td>
<td>_____________________</td>
<td>Date Built:</td>
<td>______________________________</td>
</tr>
<tr>
<td>Equipment Photographed: Date</td>
<td>___________</td>
<td>By:</td>
<td>__________________________</td>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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. Gears
6. Cranks
7. Flywheels
8. Shafts
9. Spindles
10. 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

### B. Power Transmission
1. Belts/chains/pulley
2. Brakes/clutches
3. Connecting rods
4. Couplings
5. Cranks
6. Flywheels
7. Gears
8. Shafts
9. Spindles
10. Other:

### C. Other:

## III. Machine Safeguarding

### A. Barriers
1. Location & distance
2. Control reliable
3. Interlocks
4. Interlocks
5. Control

### B. Power Transmission
1. Belts/chains/pulley
2. Brakes/clutches
3. Connecting rods
4. Couplings
5. Cranks
6. Flywheels
7. Gears
8. Shafts
9. Spindles
10. Other:

### C. Other:

## IV. Lockout/Tagout

### A. Policy/procedures
1. Two hand controls
2. Two hand trips
3. Concurrent
4. Restraints/pullbacks
5. Other:

### B. Devices/locks
1. Two hand controls
2. Two hand trips
3. Concurrent
4. Restraints/pullbacks
5. Other:

### C. Other:

## V. Ergonomic Safeguarding

### A. Workstation design
1. Guard design
2. Guard design
3. Guard application
4. Proper tools
5. Process improvements
6. Other:

### B. Electrical
1. Schematics available
2. Motor HP
3. Service factor
4. Operator control voltage
5. Disconnect type
6. Emergency Stop Controls
7. Pull cord type
8. Push button
9. Recesed
10. More than one
11. One
12. Control reliable
13. Clearly identified
14. Readily accessible
15. 1st more than 26"

### C. Other:

## VI. Electrical

### A. Electrical disconnect
1. Motor HP
2. Service factor
3. Operator control voltage
4. Disconnect type

### B. Emergency Stop Controls
1. Pull cord type
2. Push button
3. Recesed
4. More than one
5. How many
6. Control reliable
7. Clearly identified
8. Readily accessible
9. 1st more than 26"

### C. Other:

## VII. Ergonomic Safeguarding

### A. Workstation design
1. Guard design
2. Guard design
3. Guard application
4. Proper tools
5. Process improvements
6. Other:

### B. Electrical
1. Schematics available
2. Motor HP
3. Service factor
4. Operator control voltage
5. Disconnect type

### C. Other:

## VIII. Power Failure/Restart

### A. Manual restart
1. Auto restart
2. Brake
3. Power off only

### B. Auto Retraction
1. Auto Retraction
2. How far

### C. Other:

## IX. Special Observations or conditions

### A. Additional comments

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