

Safety Checklist

Machine Safety

As the owner, employer or supervisor of machinery being operated in the workplace, you have a responsibility to ensure your machines are safe for operation and comply with Work Health and Safety (WHS) laws.

This self-assessment checklist identifies some key things you should check to make sure your machines are safe.

Information			
Ask yourself these questions	Y	N	N/A
Do your workers know where to locate your machines manufacturer's manual?			
Do your workers understand your machines manufacturer's manual?			
Are the manufacturer's labels and warning signs clearly visible and in English?			
Comments			

Consultation			
Ask yourself these questions	Y	N	N/A
Do you talk to your workers and seek their feedback when determining appropriate safety controls for your machines, including machine guarding and safe operating procedures?			
Do you talk to your workers and seek their feedback when purchasing new machinery for the workplace?			
When you select new machinery do you make sure it meets Australian standards and WHS requirements, safety features and devices?			
Do you keep records of your consultation with your workers?			
Comments			

Training			
Ask yourself these questions	Y	N	N/A
Are machine operators and maintenance workers properly trained, familiar with the operation and set up of the machinery and are they able to demonstrate safety features?			
Do you provide regular refresher training?			
Do you keep training records?			
Comments			

Safe work procedures			
Ask yourself these questions	Y	N	N/A
Do you have safe operating procedures, and are they readily available to your workers?			
Are pre-operational checks conducted to ensure safety features are in working order?			
Are appropriate isolation of machinery procedures readily available and are they provided for inspection and maintenance?			
When setting, testing and starting up machinery and safeguarding is removed, are interim safeguards provided?			
Where a presence sensing system is used, is a safe system of work documented? Do you provide a warning when the guard is muted?			
Where a presence sensing system is used, are inspection and maintenance records maintained?			
Where fixed guards are provided, is there enough room to safely clean, maintain, adjust and repair the machine?			
Where it is not practicable to guard the machine, and people 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?			
Comments			

Machine Guarding			
Ask yourself these questions	Y	N	N/A
Are all machine guards in good condition?			
Do the machine guards prevent workers hands, arms and other body parts from making contact with dangerous moving parts of the machine?			
Where fixed guards are provided, are they secured into position and not easily removed while the machine is in operation?			

Machine Guarding			
Where interlocking guards are provided, can they prevent operation of the machine when open, and are the guards prevented from opening while the machine is in operation?			
Where a presence sensing system is used, does it operate as intended and stop the machine from when the light beams or sensors are interrupted?			
Do guards protect against hazards to the rear and sides of the machinery?			
Is it practicable to provide a higher level of guarding than already provided?			
Are the machines pulleys and belts on working level properly guarded?			
Are warning signs placed around the machine?			
Do you have a lock out system in place when removing machine guard?			
Comments			

Observations or recommendations		
Overall assessment	Compliant / Non Compliant	
Owner, employer, supervisor name and signature		



Scan for more information or visit
<https://www.safework.nsw.gov.au/hazards-a-z/machinery-and-equipment>

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