

New/Modified Equipment Checklist

FOB-SAF-FORM-XX

Before the operation of new equipment, relocated equipment, or equipment that has changed or modified into a new layout, the following form's applicable sections must be completed for verification of equipment safety. The supervisor/maintenance personnel for the affected area and site EHS must signify that the equipment is ready for operation after receiving passing scores in the following sections. Any deficiencies must be corrected before equipment is put into operation.

Equipment ID:	Area:	Date:		
Inspector (name, role):		Yes	No	N/A
Requirements for All Safeguards				
1. Do the safeguards provided meet the minimum OSHA/MIOSHA requirements?				
2. Do the safeguards prevent contact of dangerous moving parts with employee hands, arms and other body parts?				
3. Are the safeguards firmly secured and not easily removable?				
4. Do the safeguards ensure that no objects will fall into moving parts?				
5. Do the safeguards permit safe, comfortable and relatively easy operation of the machine?				
6. Can the machine be maintained without removing the safeguard?				
7. Is there a system for shutting down the machinery before safeguards are removed?				
8. Can the existing safeguards be improved?				
9. Are all e-stop buttons, controls, and systems easily reachable by operators at multiple locations around the piece of equipment?				
Mechanical hazards				
The point of operation:				
10. Is there a point-of-operation safeguard provided for the machine?				
11. Does it keep the operator's hands, fingers, and body out of the danger area?				
12. Is there evidence that the safeguards have been tampered with or removed?				
13. Is there a more practical, effective safeguard?				
14. Can changes be made on the machine to eliminate point-of-operation hazards?				
Power transmission apparatus:				
15. Are there any unguarded gears, sprockets, pulleys or flywheels on the apparatus?				
16. Are there any exposed belts or chain drives?				
17. Are there any exposed set screws, key ways, collars, etc.?				
18. Are starting and stopping controls within reach of the operator?				
19. If there is more than one operator, are separate controls provided?				
Other moving parts:				
20. Are safeguards provided for all hazardous moving parts of the machine, including auxiliary parts?				

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	Yes	No	N/A
Non Mechanical hazards			
21. Have appropriate measures been taken to safeguard workers against noise hazards if applicable?			
22. Have special guards, enclosures, or personal protective equipment been provided where necessary to protect workers from exposure to harmful substances used in machine operation?			
23. Is the new/modified piece of equipment UL rated and certified?			
24. Are there any chemical concerns that have not been addressed?			
Electric Hazards			
25. Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements?			
26. Are there loose conduit fittings?			
27. Is the machine properly grounded?			
28. Is the power supply correctly fused and protected?			
29. Do workers occasionally receive minor shocks while operating any of the machines?			
Training			
30. Do operators and maintenance workers have the necessary training in how to use the safeguards and why?			
31. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection, and what hazards they protect against?			
32. Have operators and maintenance workers been trained in how and under what circumstances guards can be removed?			
33. Have workers been trained in the procedures to follow if they notice guards that are damaged, missing or inadequate?			
34. Have operators been trained on the use of the emergency stop equipment and their use?			
Protective Equipment and Proper Clothing			
35. Is protective equipment required?			
36. If protective equipment is required, is it appropriate for the job, in good condition, kept clean and sanitary, and stored carefully when not in use?			
37. Are operators required to dress safely for the job (no loose clothing, jewelry, etc.)?			
Machinery Maintenance and Repair			
38. Have maintenance workers received up-to-date instructions on the machines they service?			
39. Do maintenance workers lock out the machine from its power sources before beginning repairs?			

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	Yes	No	N/A
40. Where several maintenance persons work on the same machine, are multiple lockout devices used?			
41. Do maintenance persons use appropriate and safe equipment in their repair work?			
42. Is all maintenance equipment itself properly guarded?			
43. Are maintenance and servicing workers trained in the requirements of CFR 1910.147 lockout/tagout, and does the procedure for lockout/tagout exist before they begin their task?			
Comments & Corrective Action for Noted Deficiencies:			

Supervisor's signature: _____ Date: _____

Maintenance's Signature: _____ Date: _____

Site EHS signature: _____ Date: _____