



Machine Guarding Checklist

conducted for

Zanjoe Incorporation

Date and Time of Inspection

21 May 2018 09:24 AM

Machine Name

Industrial Machines

Machine Number

ZI-12346

Inspected by

SafetyCulture Staff

Location

315 San Rafael, San Miguel, Manila, 1005 Metro Manila, Philippines

Completed on




21 May 2018 11:27 AM


Score

19/26.0 - 73.08%

Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit

Question	Response	Details
Are all machine guards firmly secured and not easily removed?	No	Loose screw machine guard
 <p data-bbox="140 674 256 701">Appendix 1</p>		
Are all pulleys and belts on working level properly guarded?	No	Put additional guarding on this
 <p data-bbox="140 1086 256 1113">Appendix 2</p>		
Can the machine be oiled without removing the machine guards?	No	Use lockout tag when lubricating the machine
Is warning sign placed around the machine?	No	No warning signs at the vicinity
Are all employees wearing appropriate PPE?	No	Wear appropriate PPE
 <p data-bbox="140 1704 256 1731">Appendix 3</p>		

Question	Response	Details
Are all machine guards in good condition?	No	Do not use this machine until further notice
 <p data-bbox="140 506 256 533">Appendix 4</p>		

Actions


#1. Fix this machine guard



Assignee: james@zi.com
Priority: HIGH
Due Date: 21 May 2018 09:50 PM
Audit: Zanjoe Incorporation / 21 May 2018 / Industrial Machines / ZI-12346 / SafetyCulture Staff
Linked to item: Are all machine guards firmly secured and not easily removed?
Status: To Do


#2. Place warning signs around machine guarding

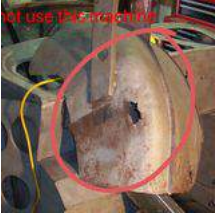

Assignee: jack@zi.com
Priority: HIGH
Due Date: 22 May 2018 09:55 AM
Audit: Zanjoe Incorporation / 21 May 2018 / Industrial Machines / ZI-12346 / SafetyCulture Staff
Linked to item: Is warning sign placed around the machine?
Status: To Do

Inspection - 19/26 73.08%

Question	Response	Details
Description of work to be performed	This machine is intended for aluminum extrusion	
List down the name of employees working on machines	1. Mark Joe 2. Emily Rose 3. Jim Ang 4. Angel Aquin 5. Sam Mills	
Choose the type of guards	Interlocked guards	
PRE-OPERATION CHECKS		Score (16/21) 76.19%
MACHINE GUARDS		Score (9/13) 69.23%
Are all machine guards in good condition?	Yes	
Do machine guards prevent workers hands, arms, and other body parts from making contact with dangerous moving parts of machine?	Yes	
Are all machine guards firmly secured and not easily removed?	No	Loose screw machine guard
		
Appendix 1		

Question	Response	Details
<p>REFERENCE: Machine guards that are secured and cannot be easily removed [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p> 		
Do machine guards ensure that no objects fall into the moving parts?	Yes	
Do machine guards permit safe, comfortable, and relatively easy operation of the machine?	Yes	
Are all pulleys and belts on working level properly guarded?	No	Put additional guarding on this
 <p>Appendix 2</p>		
Are all moving chains and gears properly guarded?	Yes	
Are all fan blades protected with a guard with opening not larger than the standard size?	Yes	
Can the machine be oiled without removing the machine guards?	No	Use lockout tag when lubricating the machine
Does the machinery automatically shut down when machine guard is removed?	Yes	
Do machine guards prevent operators to access machinery while in operation?	Yes	

Question	Response	Details
Do machine guards protect against hazards to the rear and sides of machinery?	Yes	
Is warning sign placed around the machine?	No	No warning signs at the vicinity
TRAINING		Score (4/4) 100.00%
Are all operators trained on how machine guards work?	Yes	All operators undergone proper training
Do operators have the necessary education and training in how to use the guards?	Yes	
Do operators know the procedure when guards are damaged, missing or inadequate?	Yes	All operators were informed to report all incidents to their supervisor
Are all operators trained on how and under what circumstances guards can be removed?	Yes	
PEOPLE		Score (3/4) 75.00%
Are all employees wearing appropriate PPE?	No	Wear appropriate PPE
 <p>Appendix 3</p>		
Do employees follow safe handling instruction using machineries?	Yes	
Are all employees aware of emergency procedures in case of an accident involving machinery?	Yes	
Is adequate supervision provided to ensure that employees are following safe machine operating procedures?	Yes	

Question		Response	Details
POST-OPERATION		Score (3/4) 75.00%	
Are all machine guards in good condition?		No	Do not use this machine until further notice
 <p>Appendix 4</p>			
Is lock-out tag placed when removing machine guard?		Yes	
Are all machine updates were escalated to a supervisor?		Yes	
Are all incidents reported to a supervisor?		Yes	1. Fix broken machine guard 2. No injuries or accidents happened
COMPLETION		Score (0/1) 0.00%	
Observation or recommendations		<ul style="list-style-type: none"> - Fix loose machine guards - Additional guard needed to cover up pulleys and belts - Remind each employee to put lockout tag when lubricating machinery - Warning signs must be visible to all employees - Remind each employee to use appropriate PPE - Fix broken machine guard 	
Overall assessment		Non-Compliant	Do not use this machine until further notice. Work on failed items.
Inspector's Name and Signature	Joe Black Smith	21 May 2018 11:22 AM	

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4