

## AMPUTATION SAFEGUARDING CHECKLIST

Requirements for All Safeguards	Yes	No
Has there been a hazard assessment performed in the workplace for hazards caused by machine operation, such as point of operation, ingoing nip points, rotating parts, flying chips and sparks)? (§12-60-2, Hawai'i Administrative Rules)	<input type="checkbox"/>	<input type="checkbox"/>
Are there safeguards (guards or safeguarding devices) installed and used for employee protection? (§1910.212(a)(1))	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards provided meet the minimum HIOSH requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards prevent workers' hands, arms and other body parts from making contact with dangerous moving parts?	<input type="checkbox"/>	<input type="checkbox"/>
Are the safeguards firmly secured, tamper-resistant, durable, and not easily removable?	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards avoid creating additional hazards, i.e. noise, chemical exposure, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards ensure that no objects will fall into the moving parts?	<input type="checkbox"/>	<input type="checkbox"/>
Do the safeguards permit safe, comfortable and relatively easy operation of the machine?	<input type="checkbox"/>	<input type="checkbox"/>
Can the machine be oiled without removing the safeguard?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a system for shutting down the machinery before safeguards are removed?	<input type="checkbox"/>	<input type="checkbox"/>
Can the existing safeguards be improved?	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Hazards	Yes	No
Is there a point of operation safeguard provided for the machine?	<input type="checkbox"/>	<input type="checkbox"/>
Does it keep the operator's hands, fingers, body, out of the danger area?	<input type="checkbox"/>	<input type="checkbox"/>
Is there evidence that the safeguards have been tampered with or removed?	<input type="checkbox"/>	<input type="checkbox"/>
If there is more than one operator, are separate controls provided?	<input type="checkbox"/>	<input type="checkbox"/>
Could changes be made on the machine to eliminate the point of operation hazard entirely?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any unguarded gears, sprockets, pulleys or flywheels on the apparatus?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any exposed belts or chain drives?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any exposed set screws, keyways, collars, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
Are starting and stopping controls within easy reach of the operator?	<input type="checkbox"/>	<input type="checkbox"/>
Are safeguards provided for all hazardous moving parts of the machine including auxiliary parts?	<input type="checkbox"/>	<input type="checkbox"/>
Non-mechanical Hazards	Yes	No
Have appropriate measure been taken to safeguard workers against noise hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Have special guards, enclosures, ventilation, or personal protective equipment been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation?	<input type="checkbox"/>	<input type="checkbox"/>
Have appropriate measure been taken to safeguard workers against ergonomic hazards?	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Hazards	Yes	No
Is the machine installed in accordance with National Fire Protection Association and National Electric Code requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are there loose conduit fittings?	<input type="checkbox"/>	<input type="checkbox"/>
Is the power supply correctly fused and protected?	<input type="checkbox"/>	<input type="checkbox"/>
Do workers occasionally receive minor shocks while operating any of the machines?	<input type="checkbox"/>	<input type="checkbox"/>
Is the machine properly grounded?	<input type="checkbox"/>	<input type="checkbox"/>

<b>Training</b>	<b>Yes</b>	<b>No</b>
Do operators and maintenance workers have the necessary training in how to use the safeguards and why?	<input type="checkbox"/>	<input type="checkbox"/>
Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection and what hazards they protect against?	<input type="checkbox"/>	<input type="checkbox"/>
Have operators and maintenance workers been trained in how and under what circumstances guards can be removed?	<input type="checkbox"/>	<input type="checkbox"/>
Have workers been trained in the procedures to follow if they notice guards that are damaged, missing, or inadequate?	<input type="checkbox"/>	<input type="checkbox"/>
Are periodic inspections performed to ensure that the guards or safeguards are in place, are operable, and that workers know how to perform their work safely?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Protective Equipment and Clothing</b>	<b>Yes</b>	<b>No</b>
Is protective equipment required? (Has there been a hazard assessment?)	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Is the operator dressed safely for the job (i.e. no loose-fitting clothing, loose long hair or jewelry)?	<input type="checkbox"/>	<input type="checkbox"/>
Have employees been trained in the use, limitations of, care and maintenance of personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Machinery Maintenance and Repair</b>	<b>Yes</b>	<b>No</b>
Have procedures been developed, documented and utilized for the control of potentially hazardous energy?	<input type="checkbox"/>	<input type="checkbox"/>
Have maintenance workers received up-to-date instructions on the machines they service?	<input type="checkbox"/>	<input type="checkbox"/>
Are lockout and tagout devices standardized within the facility?	<input type="checkbox"/>	<input type="checkbox"/>
Do maintenance workers lock out the machine from its power sources before beginning repairs?	<input type="checkbox"/>	<input type="checkbox"/>
Where several maintenance persons work on the same machine, are multiple lockout devices used?	<input type="checkbox"/>	<input type="checkbox"/>
Do maintenance persons use appropriate and safe equipment in their repair work?	<input type="checkbox"/>	<input type="checkbox"/>
Prior to starting work on machines or equipment that have been locked out or tagged out, does the authorized employee verify that isolation and de-energization have been accomplished?	<input type="checkbox"/>	<input type="checkbox"/>
Are maintenance and servicing workers trained in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control?	<input type="checkbox"/>	<input type="checkbox"/>
Are periodic inspections of the energy control procedures conducted annually?	<input type="checkbox"/>	<input type="checkbox"/>
If outside servicing personnel are used, have the respective employers shared information regarding their respective lockout or tagout procedures?	<input type="checkbox"/>	<input type="checkbox"/>

Much of the above checklist was derived from material developed by the Washington Department of Labor and Industries WISHA program. Mahalo for their generosity.