

Appendix F, Section 0120

THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO HAZARDS CHECKLIST		
Date: _____ Department: _____		
Mechanical Hazards	Yes	No
<i>The point of operation:</i>		
1. Is there a point-of-operation safeguard provided for the machine?		
2. Does it keep the operator's hands, fingers, body out of the danger area?		
3. Is there evidence that the safeguards have been tampered with or removed?		
4. Could you suggest a more practical, effective safeguard?		
5. Could changes be made on the machine to eliminate the point-of-operation hazard entirely?		
<i>Power transmission apparatus:</i>		
1. Are there any unguarded gears, sprockets, pulleys, or fly-wheels on the apparatus?		
2. Are there any exposed belts or chain drives?		
3. Are there any exposed set screws, key ways, or collars?		
4. Are starting and stopping controls within easy reach of the operator?		
5. If there is more than one operator, are separate controls provided?		
<i>Other moving parts:</i>		
1. Are safeguards provided for all hazardous moving parts of the machine, including auxiliary parts?		
Non-mechanical Hazards		
1. Have appropriate measures been taken to safeguard workers against noise hazards?		
2. Have special guards, enclosures, or personal protective equipment been provided, where necessary, to protect workers from exposure to harmful substances used in machine operation?		
Electrical Hazards		
1. Is the machine installed in accordance with National Fire Protection Association and National Electrical Code requirements?		
2. Are there loose conduit fittings?		
3. Is their machine properly grounded?		
4. Is the power supply correctly fused and protected?		
5. Do workers occasionally receive minor shocks while operating any of the machines?		
Training		
1. Do operators and maintenance workers have the necessary training in how to use the safeguards and why?		
2. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection, and what hazards they protect against?		
3. Have operators and maintenance workers been trained in how and under what circumstances guards can be removed?		
4. Have workers been trained in the procedures to follow if they notice guards that are dangerous, missing, or inadequate?		
Protective Equipment and Proper Clothing		
1. Is protective equipment required?		
2. Have operators and maintenance workers been trained in where the safeguards are located, how they provide protection, and what hazards they protect against?		

3. Is the operator dressed safely for the job (that is, no loose fitting clothing or jewelry)?		
Machinery Maintenance and Repair		
1. Have maintenance workers received up-to-date instruction on the machinery they service?		
2. Do maintenance workers lock out the machine from its power sources before beginning repairs?		
3. Where several maintenance persons work on the same machine, are multiple lockout devices used?		
4. Do maintenance persons use appropriate and safe equipment in their repair work?		
5. Is the maintenance equipment itself properly guarded?		
Other Items to Check		
1. Are emergency stop buttons, wires, or bars provided?		
2. Are the emergency stops clearly marked and painted red?		
3. Are there warning labels or markings to show hazardous areas?		
4. Are the warning labels or markings appropriately identified by yellow, yellow and black, or orange colors?		