

FREE MANUFACTURING MACHINE SAFETY TEMPLATE

Machine Safety Inspection Checklist

Use this 60-point checklist to inspect machine guarding, safety devices, operating controls, power-transmission parts, hazardous-energy control, high-risk equipment, maintenance, operator practices, and corrective-action closure.

Facility / area

Inspection date

Inspector / reviewer

Machine / asset

Internal manufacturing machine-safety template. Apply applicable OSHA requirements, machine-specific rules, manufacturer instructions, engineered safeguards, approved energy-control procedures, and site risk assessments as controlling references.

1. Machine inventory, scope, risk assessment, and authorization

1 Record each machine included in the inspection with asset ID, location, manufacturer, model, operating purpose, and responsible department. MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the actual machine, operating mode, hazard zone, tasks, manuals, changes, and prior incidents before judging the safeguards.

2 Verify current operating instructions, manufacturer safety information, machine drawings, and approved procedures are available to operators and maintenance personnel. MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the actual machine, operating mode, hazard zone, tasks, manuals, changes, and prior incidents before judging the safeguards.

3 Confirm the machine risk assessment identifies point-of-operation, nip-point, rotating, reciprocating, cutting, crushing, shearing, drawing-in, ejection, thermal, pressure, and stored-energy hazards relevant to the... CRITICAL MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the actual machine, operating mode, hazard zone, tasks, manuals, changes, and prior incidents before judging the safeguards.

4 Review previous injuries, near misses, guard failures, unsafe-condition reports, emergency stops, breakdowns, and repeated corrective actions associated with the machine. MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Start with the actual machine, operating mode, hazard zone, tasks, manuals, changes, and prior incidents before judging the safeguards.

5 Confirm only trained and authorized employees operate, set up, adjust, clean, troubleshoot, or service the machine within their assigned role. MACHINE SAFETY

C

PC

NC

NA

Execution tip: Start with the actual machine, operating mode, hazard zone, tasks, manuals, changes, and prior incidents before judging the safeguards.

6 Verify machine modifications, relocations, tooling changes, control changes, production-speed changes, and safeguarding alterations receive documented review before release to operation. CRITICAL MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Start with the actual machine, operating mode, hazard zone, tasks, manuals, changes, and prior incidents before judging the safeguards.

2. Point-of-operation guarding and general machine safeguards

- 7 Confirm the point of operation is guarded wherever machine operation exposes an employee to cutting, shearing, punching, forming, crushing, or another injury hazard. **CRITICAL** MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe the machine through a full operating cycle and inspect every location where a hand, body part, clothing, or tool could enter a...

- 8 Verify ingoing nip points, rotating parts, reciprocating parts, exposed shafts, projections, and other moving components that can injure employees are effectively safeguarded. **CRITICAL** MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe the machine through a full operating cycle and inspect every location where a hand, body part, clothing, or tool could enter a...

- 9 Check fixed and movable guards are securely attached where practicable, remain in position during operation, and do not create a new pinch, sharp-edge, visibility, or access hazard. **CRITICAL** MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe the machine through a full operating cycle and inspect every location where a hand, body part, clothing, or tool could enter a...

- 10 Verify guard openings, reach distances, barriers, enclosures, and access points prevent employees from reaching the hazard during the hazardous portion of the machine cycle. **CRITICAL** MACHINE SAFETY

C

PC

NC

NA

Execution tip: Observe the machine through a full operating cycle and inspect every location where a hand, body part, clothing, or tool could enter a...

- 11 Confirm flying chips, sparks, fragments, broken tooling, stock, coolant, or other ejected material is contained or controlled so operators and nearby employees are protected. MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe the machine through a full operating cycle and inspect every location where a hand, body part, clothing, or tool could enter a...

- 12 Inspect all safeguards for missing hardware, cracks, deformation, loose fasteners, unauthorized openings, temporary removal, or evidence that the guard has been bypassed or defeated. **CRITICAL** MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe the machine through a full operating cycle and inspect every location where a hand, body part, clothing, or tool could enter a...

3. Interlocks, presence sensing, two-hand controls, and safety devices

13

Verify interlocked gates, doors, covers, or guards stop or prevent hazardous machine motion when opened and prevent unsafe operation until the safeguard is restored.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Challenge safety devices under controlled conditions using the approved test method; do not rely only on indicator lights, labels, or operator...

14

Confirm light curtains, laser scanners, pressure-sensitive devices, presence-sensing systems, two-hand controls, or other safeguarding devices function as designed and protect the identified hazard zone.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Challenge safety devices under controlled conditions using the approved test method; do not rely only on indicator lights, labels, or operator...

15

Check safety-device position and protected distance are appropriate for the machine stopping performance and cannot be defeated by reaching around, over, under, or through the device.

CRITICAL

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Challenge safety devices under controlled conditions using the approved test method; do not rely only on indicator lights, labels, or operator...

16

Verify reset and restart controls require deliberate action, are located so the hazard area can be checked where necessary, and do not automatically create hazardous motion when a guard is restored.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Challenge safety devices under controlled conditions using the approved test method; do not rely only on indicator lights, labels, or operator...

17

Confirm bypass, mute, override, key-switch, or setup functions are restricted to authorized conditions and cannot be used as a routine substitute for required safeguarding.

CRITICAL

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Challenge safety devices under controlled conditions using the approved test method; do not rely only on indicator lights, labels, or operator...

18

Review functional-test and inspection records for interlocks, presence-sensing devices, safety relays, two-hand controls, and other safety-critical components at the approved frequency.

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Challenge safety devices under controlled conditions using the approved test method; do not rely only on indicator lights, labels, or operator...

4. Operating controls, emergency stops, modes, and unexpected restart

19

Confirm start, stop, hold, cycle, reset, and other machine controls are clearly identified, function correctly, and are positioned to reduce inadvertent activation.

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test normal and abnormal control states using a controlled method and verify that stopping, resetting, mode changes, and power restoration...

20

Where emergency-stop devices are provided or required by the machine design, verify they are accessible, identifiable, unobstructed, functional, and reset only through deliberate action.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Test normal and abnormal control states using a controlled method and verify that stopping, resetting, mode changes, and power restoration...

21

Verify loss and restoration of electrical, pneumatic, hydraulic, or other power does not cause unexpected hazardous restart or motion where such restart could injure employees.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Test normal and abnormal control states using a controlled method and verify that stopping, resetting, mode changes, and power restoration...

22

Confirm setup, jog, teach, manual, automatic, maintenance, and production modes are clearly selected and restricted so mode changes do not defeat necessary protective measures.

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Test normal and abnormal control states using a controlled method and verify that stopping, resetting, mode changes, and power restoration...

23

Inspect foot pedals, palm buttons, hand controls, touchscreens, pendants, and remote controls for guarding or design that prevents accidental activation where inadvertent operation creates risk.

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Test normal and abnormal control states using a controlled method and verify that stopping, resetting, mode changes, and power restoration...

24

Verify multi-station or remotely started equipment uses effective visibility, communication, warning, permissive, or start-up controls appropriate to employees who may be exposed.

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Test normal and abnormal control states using a controlled method and verify that stopping, resetting, mode changes, and power restoration...

5. Power-transmission parts, machine stability, and surrounding work area

25

Confirm exposed belts, pulleys, gears, sprockets, chains, flywheels, couplings, shafts, collars, clutches, and other power-transmission parts are guarded where employee contact can occur.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect below, behind, above, and between machines as well as the obvious operator side; power-transmission hazards are often hidden from...

26

Verify shaft ends, keys, set screws, rotating projections, fan blades, spokes, and similar components are guarded, recessed, covered, or otherwise controlled where they present an injury hazard.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect below, behind, above, and between machines as well as the obvious operator side; power-transmission hazards are often hidden from...

27

Confirm fixed machinery is securely anchored or otherwise prevented from walking, tipping, shifting, or moving during normal operation and foreseeable loading.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect below, behind, above, and between machines as well as the obvious operator side; power-transmission hazards are often hidden from...

28

Inspect power-transmission guards for secure fastening, sufficient strength, intact panels, proper clearances, and restoration after maintenance or adjustment.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect below, behind, above, and between machines as well as the obvious operator side; power-transmission hazards are often hidden from...

29

Verify lubrication, adjustment, inspection, and service points are arranged for safe access or are addressed by an approved safe-work and energy-control procedure before exposure.

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Inspect below, behind, above, and between machines as well as the obvious operator side; power-transmission hazards are often hidden from...

30

Check the floor, platform, access route, lighting, housekeeping, storage, and working clearance around the machine support safe operation without slip, trip, collision, or entanglement hazards.

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Inspect below, behind, above, and between machines as well as the obvious operator side; power-transmission hazards are often hidden from...

6. Hazardous energy control and lockout/tagout during servicing

31

Confirm machine-specific energy-control procedures identify electrical, mechanical, hydraulic, pneumatic, thermal, gravitational, pressure, spring, flywheel, capacitor, chemical, and other hazardous energy sources that can...

CRITICAL

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Follow one real servicing task from shutdown through isolation, stored-energy control, verification, work, restoration, and return to service.

32

Observe servicing or maintenance and verify authorized employees shut down the machine, isolate each hazardous energy source, and prevent unexpected energization or start-up before work begins.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

[LIVE PHOTO | Add](#)

Execution tip: Follow one real servicing task from shutdown through isolation, stored-energy control, verification, work, restoration, and return to service.

33

Verify lockout devices are applied to energy-isolating devices where the equipment can be locked out, and any tagout use follows the applicable procedure and required level of employee protection.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Follow one real servicing task from shutdown through isolation, stored-energy control, verification, work, restoration, and return to service.

34

Confirm stored or residual energy is relieved, disconnected, restrained, blocked, bled, discharged, dissipated, or otherwise rendered safe and remains controlled during the work.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Follow one real servicing task from shutdown through isolation, stored-energy control, verification, work, restoration, and return to service.

35

Verify the authorized employee checks that isolation and deenergization are effective before servicing starts, including an appropriate attempt, test, or other approved verification method.

CRITICAL

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Follow one real servicing task from shutdown through isolation, stored-energy control, verification, work, restoration, and return to service.

36

Review group lockout, shift or personnel changes, contractor coordination, testing or positioning, temporary re-energization, exceptional lock removal, periodic inspection, and employee training controls.

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Follow one real servicing task from shutdown through isolation, stored-energy control, verification, work, restoration, and return to service.

7. Machine-specific safeguards for presses, grinders, saws, and automated equipment

37

For mechanical power presses where applicable, confirm point-of-operation guards or safeguarding devices protect the operator and other exposed employees throughout the hazardous portion of the press cycle.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Apply the specific OSHA or other controlling standard for the exact machine type; this section is a screening layer and does not replace...

38

For mechanical power presses where applicable, review required inspection, test, and maintenance controls for safety-critical press components and confirm identified defects are corrected before operation.

CRITICAL

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Apply the specific OSHA or other controlling standard for the exact machine type; this section is a screening layer and does not replace...

39

For abrasive-wheel machinery where applicable, inspect wheel guards, mounting, flanges, work rests, exposure openings, wheel condition, and other required protective features before use.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Apply the specific OSHA or other controlling standard for the exact machine type; this section is a screening layer and does not replace...

40

For woodworking machinery where applicable, confirm saw blades, knives, cutters, feed rolls, kickback hazards, and other hazardous moving parts are guarded and maintained for the actual task.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Apply the specific OSHA or other controlling standard for the exact machine type; this section is a screening layer and does not replace...

41

For conveyors, feeders, transfer equipment, and automated material movement, verify accessible pinch, crush, shear, and draw-in points are safeguarded and access controls remain effective.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Apply the specific OSHA or other controlling standard for the exact machine type; this section is a screening layer and does not replace...

42

For robots and automated cells, confirm perimeter barriers, access gates, interlocks, safeguarded spaces, reset controls, and setup or teach activities prevent exposure to hazardous automatic movement.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Apply the specific OSHA or other controlling standard for the exact machine type; this section is a screening layer and does not replace...

8. Safe operation, material handling, setup, changeover, and jam clearing

43

Verify operators use approved workholding, fixtures, jigs, push sticks, feeding tools, clamps, or handling aids that keep hands and body parts away from the point of operation where needed.

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe normal production plus one non-routine task such as a jam, setup, cleaning, tooling change, or product changeover because...

44

Confirm tooling, dies, cutters, fixtures, workpieces, chucks, clamps, and attachments are correct for the machine, securely installed, and used within approved speed, load, size, and process limits.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Observe normal production plus one non-routine task such as a jam, setup, cleaning, tooling change, or product changeover because...

45

Observe jam clearing, scrap removal, cleaning, chip removal, product recovery, and minor interventions and verify the machine is stopped and hazardous energy is controlled whenever exposure requires it.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Observe normal production plus one non-routine task such as a jam, setup, cleaning, tooling change, or product changeover because...

46

Verify setup, die or tool change, adjustment, calibration, and troubleshooting follow approved methods and lockout/tagout or equivalent protective measures when employees are exposed to hazardous energy.

CRITICAL

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action

Execution tip: Observe normal production plus one non-routine task such as a jam, setup, cleaning, tooling change, or product changeover because...

47

Confirm loose clothing, long hair, jewelry, lanyards, gloves, rags, and other items that can become entangled are controlled for the machine and task.

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Observe normal production plus one non-routine task such as a jam, setup, cleaning, tooling change, or product changeover because...

48

Verify employees do not reach through guards, defeat interlocks, climb into safeguarded zones, hand-feed prohibited operations, or continue production when a critical safeguard is missing or defective.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Observe normal production plus one non-routine task such as a jam, setup, cleaning, tooling change, or product changeover because...

9. Inspection, preventive maintenance, defects, and return-to-service control

49

Confirm pre-use, shift, daily, or scheduled machine inspections cover guards, safety devices, controls, abnormal noise or vibration, leaks, loose parts, damaged tooling, and other relevant conditions.

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace safety-critical defects from discovery to isolation, repair, functional test, documented acceptance, and controlled return to production.

50

Verify machines with missing guards, failed interlocks, damaged controls, unstable mounting, exposed hazardous parts, or other serious safety defects are removed from service or effectively controlled until repaired.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace safety-critical defects from discovery to isolation, repair, functional test, documented acceptance, and controlled return to production.

51

Confirm maintenance and repair work follows manufacturer instructions, approved engineering information, and site procedures and is completed by competent or authorized personnel.

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Trace safety-critical defects from discovery to isolation, repair, functional test, documented acceptance, and controlled return to production.

52

Verify guards, interlocks, emergency devices, control functions, and other affected safeguards are restored and functionally checked after maintenance, repair, adjustment, relocation, or modification.

CRITICAL

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Trace safety-critical defects from discovery to isolation, repair, functional test, documented acceptance, and controlled return to production.

53

Check temporary repairs, improvised guards, wire ties, wedges, defeated sensors, bypassed switches, removed panels, or other unauthorized alterations are not used to keep unsafe equipment in production.

CRITICAL

MACHINE SAFETY

Compliant

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Trace safety-critical defects from discovery to isolation, repair, functional test, documented acceptance, and controlled return to production.

54

Review preventive-maintenance records for safety-critical brakes, clutches, guarding hardware, interlocks, sensors, safety relays, mechanical stops, fasteners, bearings, and other components relevant to the machine.

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
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Execution tip: Trace safety-critical defects from discovery to isolation, repair, functional test, documented acceptance, and controlled return to production.

10. Training, PPE, incidents, corrective actions, and final sign-off

55

Verify machine operators receive task-specific training on hazards, safeguarding, normal controls, prohibited bypasses, safe feeding or handling, abnormal conditions, and emergency response before...

CRITICAL

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Keep a machine-safety action open until the physical hazard is controlled, affected people are informed or retrained, and objective evidence...

56

Confirm maintenance, setup, troubleshooting, and other authorized employees receive role-specific hazardous-energy and machine-safety training with retraining after changes or observed deficiencies.

CRITICAL

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Keep a machine-safety action open until the physical hazard is controlled, affected people are informed or retrained, and objective evidence...

57

Verify required PPE is selected for flying particles, noise, heat, sharp material, chemicals, or other residual hazards and does not introduce an avoidable entanglement hazard around moving machinery.

MACHINE SAFETY

C

PC

NC

NA

Execution tip: Keep a machine-safety action open until the physical hazard is controlled, affected people are informed or retrained, and objective evidence...

58

Review machine-related injuries, amputations, near misses, jams, guard failures, unexpected starts, control failures, and safety-device activations for investigation, containment, and recurrence prevention.

CRITICAL

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Keep a machine-safety action open until the physical hazard is controlled, affected people are informed or retrained, and objective evidence...

59

Assign every machine-safety corrective action to a named owner with priority, due date, interim control, required evidence, escalation path, and verification of effectiveness for repeated findings.

MACHINE SAFETY

Record / item	Current status	Owner	Evidence	Action
---------------	----------------	-------	----------	--------

Execution tip: Keep a machine-safety action open until the physical hazard is controlled, affected people are informed or retrained, and objective evidence...

60

Record final inspection status, unresolved critical hazards, machines held out of service, follow-up date, inspector, responsible manager, reviewer, and approval before the audit is closed.

CRITICAL

MACHINE SAFETY

REQUIREMENT / REF | Enter

CURRENT STATUS | Enter

APPROVAL | Enter

Execution tip: Keep a machine-safety action open until the physical hazard is controlled, affected people are informed or retrained, and objective evidence...