

## Metal Shear Safety Evaluation Checklist

Business Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Machine Tag #: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Year of Manufacture: \_\_\_\_\_

Yes	No	N/A	
<b>Point of operation guards</b>			
			Are guards in place at each point of operation?
			Does size of opening appear to be compliant?
			Are guards free from cracks and in good condition?
<b>Throat (gap or opening at side) guards</b>			
			Are guards in place?
			Are guards free from cracks and in good condition?
<b>Material hold-down guards</b>			
			Are clamps provided for preventing work-piece movement?
			Are guards in place (on the clamps)?
			Are guards free from cracks and in good condition?
<b>Awareness barrier at rear of machine</b>			
			Is there a barrier (guardrail, gate, etc.) preventing access at rear?
<b>Power transmission guard</b>			
			Are all moving parts below 7 ft. guarded?
			Is guard free from cracks and in good condition?
<b>Operational controls</b>			
			Are all controls legibly marked?
			Are controls accessible without reaching over rotating/dangerous parts?
			Are safeguards in place to prevent unintended activation of controls?
			Are foot controls guarded to prevent unintended activation?
			Is foot control guard free from cracks and in good condition?
<b>Emergency stop</b>			
			Is there a red mushroom-shaped emergency stop button that stops all hazardous motion (e.g., spindles, feeds, auxiliary equipment, etc.)?
			Is an emergency stop readily accessible to each operator?
<b>Lockout/Tagout (LO/TO)</b>			
			Are disconnects in plain view?
			Is a lockable disconnect in place for each energy source?
			Are LO/TO procedures posted on or near the machine?
			<i>If "yes", answer next 4 questions--</i>
			Does the LO/TO procedure contain specific steps for shutting down and locking out each source of hazardous energy?
			Does the LO/TO procedure require that stored energy be eliminated prior to placement of lockout devices?
			Does the LO/TO procedure contain specific instructions for verifying the effectiveness of lockout devices and other energy control measures before maintenance is performed?

Yes	No	N/A	
			Does the LO/TO procedure contain specific steps for removing LO/TO devices and restoring power?
<b>Electrical wiring and components</b>			
			Are all live electrical components properly enclosed and insulated?
			Are all wires in good condition?
			Is machine powered without the use of extension cords?
			Is strain relief securely in place at both ends of drop cords? (Select "N/A" if there is no drop cord.)
			Are drop cord receptacles free of knockouts, holes, or conductive materials?
			Is auxiliary lighting below 7 ft. properly protected against impact?
<b>Work area</b>			
			Is the work area free of trip hazards?
			Is the machine adequately stabilized?
<b>Safe work practices (Select "N/A" if no employee operating machine.)</b>			
			Is machine operator wearing safety glasses with side shields?
			Are all safeguards in place when work is performed (e.g., employees do not attempt to bypass guards)?
			Is machine operator's attire free of entanglement hazards?
			Is cut-resistant hand/arm protection worn by employees handling sheet metal?
<b>Notes</b>			
			Is there additional information that you believe would be helpful, to supplement your answers to the questions in this checklist?
<p>Please use this space to describe any hazards not covered on this checklist, or to provide additional detail on any of the items in this checklist:</p>			