

## Lathe - Horizontal *(manually operated)* Safety Evaluation Checklist

Business Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Machine Tag #: \_\_\_\_\_ Manufacturer: \_\_\_\_\_ Year of Manufacture: \_\_\_\_\_

Yes	No	N/A	
<b>Point of operation (chip and coolant) shield</b>			
			Are shields in place at each point of operation? If the machine is not in use, select "Yes" if shields are available in the immediate area.
			Are shield free from cracks and in good condition?
<b>Work-holding device (chuck) shield</b>			
			Is a work-holding device shield in place?
			Is shield free from cracks and in good condition?
<b>Safeguards for chuck</b>			
			Are spring-loaded chuck keys provided?
			Is the chuck guarded?
<b>Lead screw</b>			
			Is a lead screw guard in place?
			Does guard completely shield the lead screw? (e.g., telescope guard)
			Is guard free from cracks and in good condition?
<b>Chip removal system</b>			
			Is chip removal system enclosed?
			If there is a chip conveyor, is there a separate set of controls for the conveyor?
<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 any controls?
<b>Emergency stop</b>			
			Is there a red mushroom-shaped emergency stop button that stops all hazardous motion (e.g., spindles, feeds, auxiliary equipment)?
			Is an emergency stop readily accessible to each operator?

Yes	No	N/A	
<b>Lockout/Tagout (LO/TO)</b>			
			Is a lockable disconnect in place for each energy source?
			Are disconnects in plain view?
			Are LO/TO procedures posted on or near the machine?
If "yes", answer next 4 questions (else, mark them all "no").			
			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?
			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?
			Are chip breaker tools in use?
<b>Notes</b>			
			Is there additional information to supplement your answers to the questions in this checklist?
Please provide details:			