

FORT BELVOIR
Machine Shop Safety
Inspection Checklist

Facility _____ Area _____
Inspector _____ Date _____

	Yes	No
1. Are machines shut down before maintenance is performed?	___	___
2. Are oil rags, waste, and other grease-soaked materials disposed of in metal containers with self-closing lids and emptied daily?	___	___
3. Are personnel cautioned about wearing loose clothing, long sleeves, dangling neckties, gloves, and rings when working on moving machinery?	___	___
4. Is eye protection worn where flying particles of metal are produced?	___	___
5. Are lathes allowed to come to a stop of their own accord?	___	___
6. Is hand pressure prohibited for stopping a spinning chuck?	___	___
7. Is setting of tools prohibited while lathe is in motion?	___	___
8. Are clamps and bolts checked to assure that they are low enough to pass under the arbor and cutter of the milling machine?	___	___
9. Is it ascertained that the ram of the shaper has adequate clearance before starting the machine?	___	___
10. Is eye protection worn when operating a shaper or a grinder?	___	___
11. Are grinding wheels thoroughly inspected for defects before use?	___	___
12. Are grinding wheels flanges and compression washers at least one-third the diameter of the wheel?	___	___
13. Does the operator of a grinder stand to one side to avoid injury if the wheel fractures when the grinder is first started?	___	___
14. Is the tool rest on the grinder properly adjusted to prevent stock from being dragged between the wheel and tool rest?	___	___

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| 15. Are personnel prohibited from grinding extremely thin stock? | ___ | ___ |
| 16. Is grinding on the side of a wheel prohibited? | ___ | ___ |
| 17. Are machines properly grounded to a low resistance ground? | ___ | ___ |
| 18. Is scrap metal promptly cleaned up and disposed of? | ___ | ___ |
| 19. Is the illumination in the machine shop adequate? | ___ | ___ |
| 20. Are machines so located as to provide operators with sufficient space to handle materials and perform job operations without conflict? | ___ | ___ |
| 21. Are machine controls conspicuously identified by appropriate color coding? | ___ | ___ |

Comments:
