

EQUIPMENT SAFETY PRE-PURCHASE CHECKLIST

INSTRUCTIONS: *This checklist is intended to help focus attention on the safety and health issues to be evaluated and addressed before purchasing new equipment. The checklist is intended to be a general guide. It is not comprehensive and does not guarantee compliance with applicable OSHA and ANSI standards.*

For the user's convenience, a "comments" section is included at the bottom of the checklist so that any items that may need to be corrected or further explored can be recorded. A reference section is also included at the end of the checklist to offer additional helpful resources related to this topic.



Through the OSHA and National Chicken Council (NCC) and the National Turkey Federation (NTF) Alliance, NCC and NTF developed this checklist for informational purposes only. It does not necessarily reflect the official views of OSHA or the U.S. Department of Labor.

March 2009

EQUIPMENT SAFETY PRE-PURCHASE CHECKLIST

FACILITY _____ DATE _____

EQUIPMENT REVIEWED _____

PERFORMED BY _____ TITLE _____

INSPECTION ITEMS (ANY ITEM MARKED "NO" MUST BE RESOLVED BEFORE PURCHASE)

1 EQUIPMENT GUARDING:

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a) Will new equipment have all guards & warning labels supplied by the manufacturer? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b) Will exposed hazards such as belts and pulleys, chain and sprocket, and shackle line wheels below seven feet be guarded on all sides (top, bottom, front, back, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c) Do guards have stops to prevent over-tightening and are guards of proper fit and size? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d) Are guards built of substantial material? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e) If guard pivot-point or hinge is a wire or pin, is it substantial enough for frequent opening & closing and is pivot-point or hinge weld substantial? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | f) Have issues with set screws, key ways, collars, etc. been resolved or guarded? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | g) Are all shaft ends covered with a non-rotating cap or cut down to a length of less than ½ the diameter of the shaft and made smooth? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | h) Do the safeguards ensure that no objects will fall into the moving parts? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | i) Can the equipment be lubricated without removing the safeguards? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | j) Does the equipment have a safety interlock or does it have a control for shutting the equipment down before safeguards are removed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | k) Have all point of operations hazards been eliminated? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | l) Are direct-drive electric motors used to eliminate chain and sprocket, belt and pulley, and other similar guarding situations if applicable? |

2 DESIGN AND ENGINEERING:

YES NO N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | a) Does the equipment have adequate attachment points, clearances, etc. for installation? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | b) Are equipment controls accessible, clearly labeled, & easy to understand (stop, start, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | c) Are emergency stops (pull cords) conveniently located near chain drives, conveyors, shackle lines, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | d) Have all sharp edges, metal splinters, pinch points, etc. been removed or guarded? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | e) Does the equipment have the appropriate ratings/listings for the environment in which it will be installed? |

- f) Will the equipment meet guidelines/standards of the USDA, NEC, OSHA, ANSI, & NFPA?
- g) Will the manufacturer provide maintenance & operating manuals and schematics?
- h) If old wiring must be removed can new wiring be located in such a way to minimize damage and prevent sanitation problems?

3 ENERGY CONTROL:

YES NO N/A

- a) Does the equipment have highly visible isolation devices for the lockout/tagout of all energy sources? List all energy sources: _____
- b) If needed, can additional lockout-tagout equipment be secured prior to installation?

4 ERGONOMICS:

YES NO N/A

- a) Have concerns with ergonomic issues been addressed in the equipment's design?
- b) Will installation of the equipment be free of ergonomic hazards or the need for further ergonomic equipment (long reach / high reach, heavy lifting, bending, etc.)?

5 TRAINING:

YES NO N/A

- a) Can employee training be completed before start-up? (Production, Sanitation, Maintenance.)

6 INGRESS / EGRESS:

YES NO N/A

- a) Can a minimum isle width of 28 inches with a height of 80 inches be provided?
- b) Can evacuation routes and procedures be changed if necessary?

7 VENTILATION:

YES NO N/A

- a) Can ventilation of hazardous vapors/gasses/fumes which may be produced at the site of the new equipment be provided before start up if needed?

8 HAZARD COMMUNICATION:

YES NO N/A

- a) Can M.S.D.S.s be secured and Hazcom training completed before equipment operation begins if new chemicals will be used or produced?

9 PERSONAL PROTECTIVE EQUIPMENT:

YES NO N/A

a) Can a PPE evaluation be performed and PPE secured before installing the equipment?

10 CONFINED SPACES & HAZARDOUS LOCATIONS:

YES NO N/A

a) Can required evaluation be performed, permitting set up, and signs installed before operation begins if the new equipment creates a hazardous location or confined space?

11 FALL PROTECTION:

YES NO N/A

a) Will platforms and other access points be adequate to minimize falls?

b) Are the widths of ladders and platforms on the equipment at least 22 inches?

c) Can guardrails be installed on or near the equipment if needed? (Guardrails are required where steps are four risers or higher and platforms are greater than 30 inches in height.)

12 PROCESS SAFETY MANAGEMENT:

YES NO N/A

a) Will the equipment be operated under a PSM program?

COMMENTS:

References:

OSHA Standards:

29 CFR 1910.212

General Requirements for All Machines

29 CFR 1910.147

Control of Hazardous Energy (Lockout/Tagout)

29 CFR 1926.502

Fall Protection Systems Criteria and Practices

www.osha.gov