

Company Name: _____

Health & Safety Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

Machine Guarding Audit Checklist (ISO 12100)

1.0 Form Objective & Regulatory Context

This Machine Guarding Audit Checklist is designed to verify that all fixed, interlocked, and adjustable guards on industrial machinery comply with ISO 12100 (Safety of machinery — General principles for design — Risk assessment and risk reduction) and WorkSafeBC Part 12 (Guarding of Machinery). The checklist ensures that guards prevent access to hazardous moving parts, contain ejected materials, and do not create additional hazards. Use this form during routine inspections, after machine modifications, or as part of a scheduled safety audit.

2.0 Administrative Details

Date of Inspection: _____

Inspector Name: _____

Machine ID / Asset Number: _____

Machine Type / Model: _____

Department / Location: _____

Shift (Day / Afternoon / Night): _____

3.0 Audit / Inspection Items

- ☐ Pass ☐ Fail - Fixed guards are securely fastened (bolts, welds, or equivalent) and cannot be removed without tools.
- ☐ Pass ☐ Fail - Interlocked guards stop machine motion immediately when opened or removed.
- ☐ Pass ☐ Fail - Adjustable guards (e.g., on saws or grinders) are set to the minimum opening required for the workpiece.
- ☐ Pass ☐ Fail - Guards prevent access to pinch points, rotating shafts, belts, pulleys, and gears.
- ☐ Pass ☐ Fail - No sharp edges, burrs, or protrusions on guards that could cause injury.
- ☐ Pass ☐ Fail - Guards are made of durable material (e.g., steel, polycarbonate) appropriate for the hazard.
- ☐ Pass ☐ Fail - Guards do not obstruct operator visibility of the work area unnecessarily.
- ☐ Pass ☐ Fail - Emergency stop devices are accessible and functional (tested).
- ☐ Pass ☐ Fail - Warning labels and lockout/tagout points are clearly visible and legible.
- ☐ Pass ☐ Fail - Guards are free of damage, cracks, corrosion, or missing fasteners.

4.0 Corrective Actions & Deficiencies

Issue Description (e.g., guard missing, interlock bypassed): _____

Immediate Action Taken (e.g., machine locked out, guard replaced): _____

Assigned To (name of person responsible): _____

Target Completion Date: _____

Status (Open / In Progress / Closed): _____

5.0 Sign-off & Authorization

Inspector Signature: _____ Date: _____

Supervisor / Manager Signature: _____ Date: _____

Date of Sign-off: _____ Date: _____

Regulatory Disclaimer: This audit log is a generic safety template. The end-user assumes all liability for validating all inspection parameters against WorkSafeBC, OH&S, and specific equipment manuals before active shop floor deployment.