Machinery and Equipment Troubleshooting Policy Checklist



Working with machinery and equipment is always hazardous. But workers are especially at risk when they try to troubleshoot machinery that isn't working properly. And troubleshooting is a common task in many workplaces. So given its inherent hazards, it's important that you have a troubleshooting policy to ensure that workers can safely address machinery issues.

Machinery and Equipment Troubleshooting Policy Checklist

| | YES | NO | COMMENTS |
|---|-----|----|----------|
| WHO CAN TROUBLESHOOT | | | |
| Circumstances in which the worker operating the machinery or equipment is permitted to troubleshoot | | | |
| Circumstances in which only a competent or qualified person may troubleshoot | | | |
| A definition of competent or qualified person | | | |
| Procedures for when a competent or qualified person is needed to troubleshoot | | | |
| MACHINE GUARDS | | | |

| Circumstances in which a worker is permitted to remove or disable a machine guard | | |
|--|--|--|
| Alternate safety protections to use when a guard has been removed | | |
| Procedures to follow after a guard has been removed | | |
| Procedures to follow after a guard has been replaced | | |
| LOCKOUT | | |
| Circumstances in which machinery or equipment must be locked out for troubleshooting | | |
| Reference to company lockout policies and procedures | | |
| Circumstances in which machinery or equipment doesn't have to be locked out for troubleshooting | | |
| Procedures to follow when troubleshooting energized machinery or equipment | | |
| Reference to safe work procedures for troubleshooting specific machinery or equipment | | |
| Requirement that safe work procedures for troubleshooting specific machinery or equipment be posted by such machinery or equipment | | |
| TRAINING | | |

| Requirement that all workers be trained on troubleshooting policy | | |
|---|--|--|
| What the policy training will cover | | |
| Requirement that workers be trained on the safe work procedures for troubleshooting the machinery or equipment on which they work | | |
| When retraining on the policy and procedures will be conducted | | |

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