



## Daily operator safety checklist:

Regular checks by the operator are a good way of identifying problems as well as making sure machinery is safe to use.

It is recommended that operator checks are carried out at regular intervals.

Our suggestion is that these checks are made daily.

Table 1 below contains the recommended minimum checks the operator should carry out on a regular basis.

**Table 1:**

Recommended minimum checks for the operator to carry out.

The answer to all questions should be 'yes' or action needs to be taken.	Yes	No
Are all fixed guards held in place with fastenings that need a tool to undo them?		
Are all interlocking devices correctly aligned and securely attached to guards?		
Does opening an interlocked guard immediately stop the parts it protects?		
When an emergency stop button is pressed does all machine movement stop immediately?		
When an interlocked guard is open do all dangerous parts remain stationary when the start control is pressed?		
Are all machine panels held in place with fastenings that require a tool to undo them?		
Where fitted, do any trip devices function correctly?		
Are all control unit & electrical enclosures closed, locked and the keys removed?		
Where fitted, are adjustable guards adjusted correctly?		
Are safety devices, interlocks and guards free from evidence of being tampered with?		



If the answer to any of these questions is "NO" then please embargo the machine to prevent operation until all issues are resolved.

The machine should only be operated when the answer to all questions is "YES".

If in any doubt about the safe operation of your machine please email our Tech Team: [tech@gillardcutting.com](mailto:tech@gillardcutting.com)

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## Monthly machine safety inspection checklist:

It is recommended that monthly machine inspections are carried out.

The checklist provided in Table 2 below provides a suggested minimum list of checks to do.

**Table 2:**

	Yes	No
<b>The answer to all questions should be 'yes' or action needs to be taken.</b>		
Are all fixed guards held in place with fastenings that need a tool to undo them?		
Are all interlocking devices correctly aligned and securely attached to guards?		
Does opening an interlocked guard immediately stop the parts it protects?		
When an interlocked guard is open do all dangerous parts remain stationary when the start control is pressed?		
When an emergency stop button is pressed does it stop all movement of the machine?		
Once an emergency stop button has been pressed does all machine movement remain stopped until the button has been reset?		
Are all control unit & electrical cabinet enclosures closed, locked and the keys removed and retained by a designated person?		
From a visual inspection, is all electrical wiring in good condition and free from any damage?		
Are safety devices, interlocks and guards free from evidence of being tampered with?		
Is the machine stable & held steady on the floor with the adjustable feet locks?		
If fitted, are all adjustable guards capable of proper adjustment?		



If the answer to any of these questions is "NO" then please embargo the machine to prevent operation until all issues are resolved.

The machine should only be operated when the answer to all questions is "YES".

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