

Shop Equipment Safety Checklist – R&D Special Equipment

Date: _____ Name of Assessor: _____

Dept: _____ Building & Room: _____ Shop: _____

Machine Manufacturer: _____ Model: _____ Serial No: _____

Hazardous Energy: Hydraulic Pneumatic Vacuum Laser Radio Freq.
 X-Ray Tube Radioactive Materials Magnetic Fields
 Hazardous Process Materials Temperature Extremes

Supply Voltage: _____ V 1 phase 3 phase

OEM Operator’s Manual Readily Available? Yes No

All items marked “NO” must be corrected.

#	YES	NO	N/A	Checklist Item	Comment	Date Corrected
Section A – Installation						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The installation of all special electrical equipment <i>designed and built by the department</i> for R&D purposes has undergone a field evaluation by a person or parties acceptable to the Authority Having Jurisdiction. NFPA 70E §350.6 (2021)		
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Competent Person has been identified for each piece of special equipment. NFPA 70E §350.5 (2021)		
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The machine’s power cord and plug are in good condition with no cuts or fraying of the insulation. 8 CCR §3328(c)		
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The machine is equipped with a means to promptly disconnect power, such as a switch, in case of emergency. 8 CCR §4001		
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the machine is powered by permanent conductors from the building’s wiring, the incoming power supply circuit is terminated at a disconnecting means located immediately adjacent to the machine. 24 CCR 3 §670.4(B) / NFPA 79 §5.1.9.6 (2021)		
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The disconnecting means is legibly marked to indicate the equipment it disconnects. 24 CCR 3 §110.22 / NFPA 79 §5.1.9.2 (2021)		

#	YES	NO	N/A	Checklist Item	Comment	Date Corrected
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All disconnecting means enclosures are marked with a safety sign in accordance with ANSI Z535.4 to warn qualified persons of potential electric shock and arc flash hazards. 24 CCR 3 §110.16 / NFPA 70E §130.5(H)		
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A minimum of 36 inches of clearance is provided in front of disconnecting means to ensure safe maintenance. 24 CCR 3 §110.26 (2022)		
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A written and verified Hazardous Energy Control procedure (Lock Out Tag Out / LOTO) is readily available for the machine. 8 CCR §3314(G)		

Section B – Safeguarding

1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All points of operation or other danger zones created by machine operations are adequately safeguarded by one of the following: fixed guard, movable interlocked guard, or awareness barrier. 8 CCR §4184(a) & 4188		
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shields are in place that will prevent flying metal particles from contacting the operator. 8 CCR §3303		
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All belt and pulley power transmission parts are adequately guarded. 8 CCR §4070		

Section C – Industrial Hygiene

1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A noise survey has been performed while the machine is in normal operation. 8 CCR §5097(b)		
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Section D – Housekeeping

1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If so equipped, the machine’s power cord is positioned so that it does not become a tripping hazard to the operator? 8 CCR §3273(a)		
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