



# Machine Safety Audit

Complete

Score	0%	Flagged items	0	Actions	1
Machine Audit Form					
<b>Document No.</b>					0004201
<b>Department</b>	Food Processing Team				
<b>Machine Audited</b>	Industrial Food Processors				
<b>Personnel</b>	Emerson Kalpana Žofia Loís Raj Gobnata Debora Mihemed				
<b>Conducted on</b>					17.04.2023
<b>Prepared by</b>					Farley Kanti

## Actions

1 action

Audit / SAFETY

Is the area safe to work in?

### Action taken

Removed the stray items and reported them.

To Do | Priority Medium | Due 25.04.2023 14:58 PST | Created by SafetyCulture Staff

Call housekeeping and janitorial services to report.

**Audit**

1 action

INSTRUCTIONS

- 1. Review each question
- 2. Answer the question and rate the answer from the multiple choice answers
- 3. Add photos of non compliant items
- 4. Record the corrective action
- 5. Add any comments if necessary
- 6. Add name and sign

**SAFETY**

**Is the area safe to work in?**

1 action

**Is the fire extinguisher in this location tagged & tested (6 monthly) specify serial #**

3 - Marginal

Tap to add photo



Photo 1

**Action taken**

None

**By Whom**

Farley Kanti

**Comments**

Serial number is missing.

**Is anything blocking an entrance way, fire extinguisher or pathway?**

5 - Good

Tap to add photo

**Action taken**

**By Whom**

**Comments**

**Are there any trip hazards (hose, electrical cords etc) in the area?**

1 - Poor

Tap to add photo

Paint brushes and caps are scattered around.



Photo 2

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### Action taken

Removed the stray items and reported them.

To Do | Priority Medium | Due 25.04.2023 14:58 PST | Created by SafetyCulture Staff

Call housekeeping and janitorial services to report.

### By Whom

Farley Kanti

### Comments

Though not wet anymore, the paint materials can be a tripping hazard especially with all the other equipment on wheels.

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**Is sufficient clearance provided around machines to allow for safe operation?**

4 - Good

Tap to add photo

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### Action taken

### By Whom

### Comments

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**Is all machinery and equipment viewed clean & damage free, properly maintained?**

5 - Good

Tap to add photo

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### Action taken

None, whoever cleaned them must be commended!

### By Whom

N/A

### Comments

N/A

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Are all electrical cords, adaptor sand equipment damage free, tagged and tested?

5 - Good

Tap to add photo

Action taken

By Whom

Comments

Are all electrical connections, boxes etc closed and secure?

5 - Good

Tap to add photo

Action taken

By Whom

Comments

## SORT

Are materials and substances in the area correctly labeled. This includes Chemicals, Raw Materials and Lubricants?

5 - Good

Tap to add photo

Action taken

By Whom

Comments

Are previous jobs tooling or materials still evident in or around the production area?

1 - Poor

Tap to add photo



Photo 3

Action taken

Removed.

**By Whom**

Farley Kanti

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**Comments**

N/A

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**Are there any unneeded materials from previous jobs still stored on the line?**

1 - Poor

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Tap to add photo

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Action taken

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**By Whom**

**Comments**

This is still referring to the paint equipment.

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**Are personal belongings properly stored?**

5 - Good

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Tap to add photo

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Action taken

---

**By Whom**

**Comments**

**Are there obsolete, worn, broken, out of service items, equipment, tooling, supplies etc in the area?**

5 - Good

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Tap to add photo

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Action taken

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**By Whom**

**Comments**

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**PLANT AND EQUIPMENT**

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**Check the contents of the nearest spill kit against the lid label, anything missing?  
Please record spill kit #**

5 - Good

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Tap to add photo

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Action taken

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**By Whom**

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**Comments**

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**Does lifting gear and equipment ( strops, slings, handles ) have any defects?**

5 - Good

Tap to add photo

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**Action taken**

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**By Whom**

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**Comments**

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**Does the lifting gear have a coloured tag attached? If YES, what colour is it?**

5 - Good

Tap to add photo

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**Action taken**

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**By Whom**

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**Comments**

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It is green.

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**Are there any tools that are kept at all times in the operating area in a specific locations or are they simply resting on the machinery or other places?**

5 - Good

Tap to add photo

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**Action taken**

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**By Whom**

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**Comments**

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**Are all platforms/step ladders present on the line in good condition and do they possess a serial number? State condition of steps and serial number.**

5 - Good

Tap to add photo

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**Action taken**

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**By Whom**

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**Comments**

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## **SWEEP AND SHINE**

**Are the cleaning/sanitising materials D2 & D4 present at the workstation?**

5 - Good

Tap to add photo

Action taken

By Whom

Comments

**Is the machinery and work station clean and free of oil, grease and debris?**

5 - Good

Tap to add photo

Action taken

By Whom

Comments

**Are the designated walkways/stairs free from dirt, oil, grease and dust debris?**

5 - Good

Tap to add photo

Action taken

By Whom

Comments

**Does the INSIDE of the machinery or its surrounding area require vacuuming?**

5 - Good

Tap to add photo

Action taken

By Whom

Comments

**Are all lights in the area in good condition that is working and free from dust?**

5 - Good

Tap to add photo



**Action taken**

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**By Whom**

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**Comments**

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**Is the sharps container overflowing, does it require emptying?**

5 - Good

Tap to add photo

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**Action taken**

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**By Whom**

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**Comments**

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**Are substances/chemical storage containers clean, tidy and damage free?**

5 - Good

Tap to add photo

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**Action taken**

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**By Whom**

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**Comments**

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## **SAFEGUARDS**

**Can the machine be oiled without removing guards?**

5 - Good

Tap to add photo

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**Action taken**

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**By Whom**

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**Comments**

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**Do the safety guards ensure that no objects can fall into moving parts?**

4 - Good

Tap to add photo

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**Action taken**

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**By Whom**

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**Comments**

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**Is there evidence of temporary materials being used on the guards and/or machine?**

5 - Good

Tap to add photo

Action taken

By Whom

Comments

**Is there evidence that safety guards may have been tampered with or removed?**

1 - Poor

Tap to add photo

Action taken

Reported.

By Whom

Farley Kanti

Comments

Reported tampered safety guards. Hard to tell what happened.

**Are guards damaged or pose a hazard? (Sharp edge, loose fittings)**

3 - Marginal

Tap to add photo

Action taken

By Whom

Comments

## **MACHINE GUARDING**

**Is equipment & machinery securely placed & anchored when necessary to prevent tipping or other movement that could result in personal injury?**

5 - Good

Tap to add photo

Action taken

By Whom

**Comments**

**Are machinery guards firmly secured, not easily removed? Are tamper proof screws/bolts, interlocks evident, in good condition or are any missing?**

5 - Good

Tap to add photo

Action taken

By Whom

**Comments**

**Are all moving chain drives, belts, gears, in going nip points, rotating parts properly guarded?**

5 - Good

Tap to add photo

Action taken

By Whom

**Comments**

**Are guards, splash guards mounted of presses preventing contact with ingoing nip points, rotating parts, gears and substances contact**

5 - Good

Tap to add photo

Action taken

By Whom

**Comments**

**Are equipment controls, valves, switches, buttons, knobs controlling the operation of equipment & machinery clearly identified regarding function?**

5 - Good

Tap to add photo

Action taken

By Whom

**Comments**

**Are foot operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects (bag press**

5 - Good

**machines & strappers)**

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**Tap to add photo**

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**Action taken**

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**By Whom**

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**Comments**

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**Insert name and sign**

*Farley Kanti*

Farley Kanti  
18.04.2023 14:57 PST

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Media summary



Photo 1



Photo 2



Photo 3