

Checklist for machine or equipment safety

Existing machines or equipment

Name and identifier of the machine:			
Inspection date:			Inspector:
Subject of inspection	Yes	No	Notes
Risk assessment (operation and machine)			
After alterations: updating the work instructions, orientation			
Accounting for changing legislation and standards when altering the machine			
Accounting for machine connections			
Modernness of protective equipment			
Protective equipment and improving the protection			
Instructions for use and maintenance			
Assessment of repair and development needs			
Lifecycle design and recycling plan			

Explanation of the subject of inspection:	What is being inspected?
Risk assessment (operation and machine)	Has the risk assessment identified risks to the employee that may be caused by the machine or occur during the use of the machine?
After alterations: updating the work instructions, orientation	Check whether the following things have been taken into account following the changes: What does the change mean? How do the alterations to the machine affect the documentation?
Accounting for changing legislation and standards when altering the machine	Has the existing legislation been taken into account in the regulations pertaining to the machines? Have the standards that define the machine's safety requirements been identified? NB! Standards may set even more stringent requirements regarding the safety of the machine than legislation.
Accounting for machine connections	Have the connections to the machine been taken into account? What do machine connections refer to? With regard to machine connections, the employer may have an obligation to also carry out a technical risk assessment.
How modern is the protective equipment?	Does the device's protective equipment correspond to modern requirements? Even old devices can be functional or meet the minimum level.
Protective equipment and improving the protection	Check if the device's protection is necessary and if it needs to be improved.
Instructions for use and maintenance	Check if there are instructions for use and maintenance, whether they are easy enough to understand and whether they are part of the orientation plan. The instructions for use and maintenance need to be in both Finnish and Swedish (Government Decree 400/2008).
Assessment of repair and development needs	Have the necessary repairs for the machine or device been assessed? Have the development needs been assessed?
Lifecycle design and recycling plan	How long is the machine going to be used? How does this affect the machine's safety and maintenance requirements? Check if there is a recycling plan. The recycling plan must take the following into account: <ul style="list-style-type: none"> • discharging residual energy (batteries, springs, hydraulics) • material recycling • resale of the machine and matters of responsibility to consider.

Government Decree on the Safety of Machinery (400/2008, so-called Machinery Decree):
<https://www.finlex.fi/fi/laki/ajantasa/2008/20080400>

Government Decree on the Safe Use and Inspection of Work Equipment (403/2008):
<https://www.finlex.fi/fi/laki/ajantasa/2008/20080403>

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