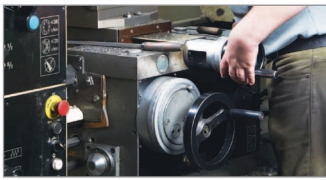
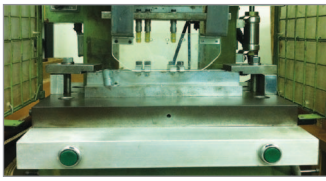








## Working Safely with Machines

Working with machines will expose you and your workers to risks which can lead to serious bodily injuries. Use this basic checklist\* as a guide to keep you and your workers safe. For more information on how you can keep your workplace safe, go to [www.wshc.sg](http://www.wshc.sg)

Name of Company \_\_\_\_\_ Process/ Location \_\_\_\_\_

Checked by (Name/ Designation) \_\_\_\_\_ Date \_\_\_\_\_

| Safety Checks  |   | Please tick ( ✓ )<br>Yes No NA* |                          |                          | If no, action required by:  |
|--|---|---------------------------------|--------------------------|--------------------------|-----------------------------|
| Emergency shutdown switch for each machine is within operator's reach.                                   |    | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____<br>Date : _____ |
| Machine guard is installed on moving parts of machine.   |    | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____<br>Date : _____ |
| Workers check for irregularities on machine before operation.  |   | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____<br>Date : _____ |
| Workers are briefed on the hazards and risks of working with machines.                                   |  | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____<br>Date : _____ |
| Workers wear earplugs when working with noisy machines.  |  | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____<br>Date : _____ |
| Workers' clothes are fitted and their long hair is tied to prevent either from being caught in machines. |  | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____<br>Date : _____ |
| Good housekeeping is maintained in machine area.   |  | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____<br>Date : _____ |
| Work area is well-lit.   |  | <input type="checkbox"/>        | <input type="checkbox"/> | <input type="checkbox"/> | Name: _____<br>Date : _____ |

\* This checklist may not cover all aspects of work activities in your workplace. You should review the checklist when there are changes in any work activity.

\* NA - Not applicable

机器潜伏着一定的操作风险，可能会导致工人严重受伤。请使用以下检查表<sup>+</sup>，确保工人安全。请登入 [www.wshc.sg](http://www.wshc.sg) 以了解更多详情。

公司名称 \_\_\_\_\_ 流程/地点 \_\_\_\_\_

检查者 (姓名/职衔) \_\_\_\_\_ 日期 \_\_\_\_\_

| 安全指示                         |   | 请打勾 (✓)<br>是 否 NA*   | 如果答否, 必须采取适当措施:          |
|------------------------------|---|--|--------------------------|
| 每台机器的紧急停机开关都在工人可触及的范围。       |    | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 姓名 : _____<br>日期 : _____ |
| 机器的移动部件都装上了防护。               |    | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 姓名 : _____<br>日期 : _____ |
| 工人在操作机器前做了操作前检。              |   | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 姓名 : _____<br>日期 : _____ |
| 工人被教导过操作机器的隐患和风险。            |  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 姓名 : _____<br>日期 : _____ |
| 工人在操作嘈杂的机器时戴着耳塞。             |  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 姓名 : _____<br>日期 : _____ |
| 工人的衣着端正, 长发扎起, 避免被卷入移动的机器部位。 |  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 姓名 : _____<br>日期 : _____ |
| 机器的周遭整洁, 无障碍物。               |  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 姓名 : _____<br>日期 : _____ |
| 工作场所的照明充足。                   |  | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 姓名 : _____<br>日期 : _____ |

<sup>+</sup> 本检查表可能不包罗您职场所有的工作活动。如果工作活动改变, 您应该检阅本检查表。

\* NA - 不适用