

Sewing Machine Safety Inspection Checklist

Site / Project	_____	Address	_____
Inspector name	_____	Company	_____
Date	_____	Time	_____

Documentation aid only. Adapt this resource to the site, manufacturer instructions, and applicable local requirements. It does not replace a competent person, professional judgment, legal advice, or a required statutory form.

Inspection checklist

Machine Guarding & Safety Devices

☐	Is the needle guard properly installed and free from damage, ensuring it effectively prevents finger contact with the needle? (Daily Check)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the thread take-up lever guard securely in place, preventing accidental contact with moving parts? (Daily Check)	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are all belt guards and covers in good condition and securely fastened, preventing access to moving belts and pulleys?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Does the emergency stop button function correctly, immediately stopping the machine when activated?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the foot pedal guarded to prevent accidental activation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Does the machine have an automatic shut-off feature that activates when the needle guard is removed or compromised?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the motor fully enclosed to prevent contact with moving parts and electrical hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are lubrication points easily accessible without removing guards or exposing operators to hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

☐ Is there any evidence of tampering with or bypassing of safety guards or interlocks? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ If equipped, does the reverse feed mechanism operate smoothly and safely? ☐ Pass ☐ Fail ☐ N/A Notes: _____

Ergonomics & Workstation Setup

☐ Is the operator's chair adjustable for height, back support, and tilt to promote proper posture? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Is the work surface height appropriate for the operator to minimize bending and reaching? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Is a footrest provided for operators whose feet do not comfortably reach the floor? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Are tools and materials positioned within easy reach to minimize excessive reaching and twisting? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Are vibration-dampening pads or mounts used to reduce vibration transmitted to the operator? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Is the workstation adequately lit to minimize eye strain, with adjustable task lighting provided? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Are operators provided with scheduled breaks to reduce repetitive motion strain? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Is the workstation clean and free from clutter to prevent tripping hazards and promote efficient work? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Have operators received training on proper posture and ergonomic principles? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Is the stitch count monitored to ensure operators are not exceeding safe limits for repetitive motions? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Is anti-fatigue matting provided for operators who stand for extended periods? ☐ Pass ☐ Fail ☐ N/A Notes: _____

Electrical Safety

☐ Is the power cord free from damage, fraying, or exposed wires? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Is the machine properly grounded to prevent electrical shock? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐ Is the electrical outlet in good condition and properly grounded? ☐ Pass ☐ Fail ☐ N/A Notes: _____

☐	Are extension cords used appropriately and not overloaded?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is the electrical panel easily accessible and free from obstructions?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are circuit breakers clearly labeled to identify the corresponding sewing machine?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is GFCI (Ground Fault Circuit Interrupter) protection provided for outlets near water sources?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are lockout/tagout procedures in place and followed during maintenance and repairs?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are electrical conduits and wiring properly installed and protected from damage?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are measures in place to control static electricity, especially when working with synthetic fabrics?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Personal Protective Equipment (PPE)

☐	Are operators wearing appropriate eye protection (safety glasses) to protect against flying debris?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are finger guards or thimbles available and used to protect fingers during sewing?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is hearing protection required and used in areas with high noise levels?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are operators wearing appropriate clothing that is not loose or likely to get caught in the machine?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are hair restraints used to keep long hair away from moving parts?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is PPE in good condition and properly maintained?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Have operators received training on the proper use and care of PPE?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is PPE readily available and accessible to all operators?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are gloves provided and used when handling sharp objects or materials?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is respiratory protection required and used when working with materials that generate dust or fumes?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Housekeeping & General Safety

☐	Are aisles and walkways clear of obstructions to prevent tripping hazards?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are waste materials (fabric scraps, thread) disposed of properly and regularly?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are fire extinguishers readily accessible and properly maintained?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a first-aid kit readily available and adequately stocked?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are emergency exits clearly marked and unobstructed?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are spill control procedures in place for handling lubricants and other fluids?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are sewing machines securely mounted and stable to prevent tipping or movement during operation?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are compressed air lines properly connected and free from leaks?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are safety signs and warnings clearly visible and legible?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Are operator training records up-to-date and readily available?	☐ Pass	☐ Fail	☐ N/A	Notes: _____
☐	Is a regular machine maintenance schedule in place and followed?	☐ Pass	☐ Fail	☐ N/A	Notes: _____

Findings

#	Item	Location	Severity	Action required
1				
2				
3				
4				
5				
6				
7				

#	Item	Location	Severity	Action required
8				

Signature

Inspector signature _____

Name _____

Date _____