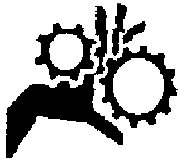


# Machine Guarding Written Program



**Goal:** To prevent injuries related to any hazardous machine part, function, or process by developing a safe and effective machine guarding program.

OSHA requires guarding for any machine where machine parts, functions, or processes may cause injury. Machine guarding hazards may be found in academic departments such as chemistry/biology/physics, athletics, studio arts, print shops, as well as the more traditional maintenance shops, carpenter shops, mechanical rooms, and boiler plants.

Any machine part, function, or process that might cause injury must be safeguarded from accidental contact. OSHA Standard 29 CFR 1910 Subpart O (1910.211 – 1910.219)

## Responsibilities and Program Components

### Department Head / Director

- Ensure all machines/equipment are equipped with appropriate safeguards – identify potential equipment hazards, request hazard assessment from Safety Office, implement and fund any corrective actions identified in a timely manner.
- Provide personal protective equipment to operators.
- Ensure supervisors implement safety program requirements.

### Supervisors

- Ensure operators do not remove or operate machine without machine safeguards.
- Ensure operators implement all safety program requirements.
- Provide machine/process specific hands-on training to all operators.

### Safety Office

- Provide or assist in conducting machine safeguard assessments and audits for Departments.
- Assist in selection of personal protective equipment and/or appropriate safeguards.
- Develop and provide OSHA machine guard training for affected employees.

### Individual

- Operate machines with all safeguards in place and follow safety program requirements.
- Wear PPE and follow safe LOTO procedures for maintenance/repair (changing blades, etc.).

## Standard Operating Procedure

# Machine Guarding

- **Conduct a pre-startup inspection of equipment and safeguards**
  - Electric cords, guards, blades, exhaust ducts, etc.
- **Adjust guard to fit each specific task (adjustable guards on band saws, etc)**
- **Report or replace missing or damaged guards**
  - Sign machine **“Danger: Do Not Use”** until it is properly guarded
  - Do not operate machine/equipment if it does not have necessary guards
- **Wear appropriate PPE (safety glasses)**
- **Do not wear loose clothing, jewelry, tie back long hair**
- **Shut down LOTO (de-energize) equipment/machine prior to performing maintenance/repair (changing blades, grinding wheels, lubrication, etc)**
  - Equipment with standard type electrical plug and cord can be unplugged and under the control of the operator to meet the lock-out procedure
- **Leave equipment/machine in good, clean, operating condition**

