
MACHINERY & GUARDING

Do not operate any machinery without complete and clear instructions from your supervisor. It is his/her responsibility to make certain that each employee knows and understands the proper operation of the machine as well as any potential hazards involved. If you have any questions or concerns about the hazards or operation of any machine, do not run it before your supervisor has answered your questions.

Since machine-related accidents are usually very serious, any written rules or supervisor's directions, which are not explicitly followed, will result in strong disciplinary actions.

1. The motor safety switch must be OFF before you work on a machine. The safety switch should be locked and tagged out, if the machine should not be started. This is the only way to prevent an accident if someone should accidentally brush or press against the starting button or lever.
2. No machine should be oiled, cleaned, or adjusted while it is in operation, unless specific provisions have been made for this purpose.
3. Safety devices should not be by-passed, blocked, or tied down.
4. The safety interlock should never be used as a starting device.
5. Guards are placed at all hazardous points on the machine. They must be in place when the machinery is in operation. When this is not the case, a supervisor signed *Danger Tag* with printed operating instructions must be posted on the unguarded area *and* on the safety switch. The department head and safety officer must be duly informed.
6. If, of necessity, a guard must be removed and the machine power operated, keep a safe distance. Never attempt a repair or adjustment in an area that cannot be reached safely.
7. Guards shall be so designed that they do not create an accident hazard in themselves.
8. Fans and flywheels within seven feet of the floor or ground level shall be guarded. All fan guards shall have openings no larger than ½ inch.
9. Guards on grinders shall cover the spindle end, nut, and flange projections. Bench grinders shall have properly installed work rests.
10. Don't make any alterations on your own. Tell your supervisor if you feel a guard needs changing.
11. You may make only those operating adjustments stated in the machine operation instructions. You must shutoff the safety switch and lockout the machine if you are going into an unguarded area.
12. When you leave your machine, shut OFF the safety switch. No machine should be left running unattended unless specifically designed for that purpose. If the machine should not be operated, be sure to tag and lock the safety switch OFF.
13. *Wait for the machine to stop!* Do not try to slow down or brake a moving machine by hand or with a makeshift device. If there is a problem, notify your supervisor. He/she will inform the proper authorities.
14. Before clearing a jam be sure to turn the safety switch OFF unless there are other written procedures from the Safety Department.
15. Make sure everyone is clear of the machine before you start it.
16. Adjusting tools or keys should not be left in places where they can fall, slide, or be thrown into the machine when it is started.
17. Only use those machines and equipment for which you have been trained and authorized.
18. Do not wear jewelry, gloves, neckties, long sleeves, or loose clothing around machines. Hair should not be loose or straggly. Revolving shafts can catch onto these. Extreme caution is always necessary around running machinery.
19. Machines should always be clean and free of rags, tools, or other devices. The floor around the machine must be clean and dry to avoid stumbling, slipping, or bumping.

20. Use the proper brush, hook, or tool to remove residue such as chips or shavings. Never use your hands or an air hose.
21. Transparent guards must be clean at all times.
22. Do not use pins, projecting set screws, etc. on rotating parts unless properly guarded.
23. Use special tools such as pliers, push sticks, hooks, etc. Keep fingers and hands clear of operating surfaces.
24. Machines designed for fixed location shall be securely anchored to prevent walking or moving.
25. Report all hazards to your supervisor.

Date