Model Safety Program

DATE: ____________

SUBJECT: General Machine Guarding Requirements for all Machines.

REGULATORY STATUTES: OSHA - 29 CFR 1910.212 - 244

RESPONSIBILITY: The company Safety Officer is ________________. He/she is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The Safety Officer is the sole person authorized to amend these instructions and is authorized to halt any operation of the company where there is danger of serious personal injury. This policy includes respiratory hazards.

Contents of the (YOUR COMPANY) Machine Guarding Program

1. Written Program.
4. Point of Operation Guarding.
5. Barrels, Containers, and Drums.
7. Anchoring Fixed Machinery.
8. Training.
11. Periodic Inspections and Certifications.
12. Guarding Requirements for Specific Types of Equipment.
(YOUR COMPANY) Machine Guarding Program

1. Written program. (YOUR COMPANY) will review and evaluate this standard practice instruction on an annual basis, or when changes occur to 29 CFR 1910.212, that prompt revision of this document, or when facility operational changes occur that require a revision of this document. Effective implementation requires a written program for job safety, health, that is endorsed and advocated by the highest level of management within this company and that outlines our goals and plans. This written program will be communicated to all required personnel. It is designed to establish clear goals, and objectives.

2. Methods of guarding. One or more methods of machine guarding shall be provided to protect the operator and other employees in the machine area from hazards such as those created by point of operation, in-going nip points, rotating parts, flying chips and sparks. Examples of guarding methods are; barrier guards, two-hand tripping devices, electronic safety devices, etc.

3. General requirements. (YOUR COMPANY) will establish machine guarding operational procedures through the use of this document. After machine evaluation, guards will be affixed to the machine where possible and secured elsewhere if for any reason attachment to the machine is not possible. The guard shall be such that it does not offer an accident hazard in itself.

4. Point of operation guarding. Point of operation is the area on a machine where work is actually performed upon the material being processed.

4.1 The point of operation of machines whose operation exposes an employee to injury, will be guarded.

4.2 The guarding device will be in conformity with any appropriate standards. In the absence of applicable specific standards, shall be so designed and constructed as to prevent the operator from having any part of his body in the danger zone during the operating cycle.

4.3 Special handtools for placing and removing material shall be such as to permit easy handling of material without the operator placing a hand in the danger zone. Such tools will not be used in lieu of other guarding required.

4.3.1 The following types of the machines, if used in this facility will have machine guarding installed, unless such devices are installed by the manufacturer:

4.3.1.1 Guillotine cutters.

4.3.1.2 Shears.

4.3.1.3 Alligator shears.

4.3.1.4 Power presses.
4.3.1.5 Milling machines.

4.3.1.6 Power saws.

4.3.1.7 Jointers.

4.3.1.8 Portable power tools.

4.3.1.9 Forming rolls and calendars.

5. Barrels, containers, and drums. Revolving drums, barrels, and containers will be evaluated, and guarded by an enclosure which is interlocked with the drive mechanism, so that the barrel, drum, or container cannot revolve unless the guard enclosure is in place.

6. Exposure of blades. When the periphery of the blades of a fan is less than seven (7) feet above the floor or working level, the blades shall be guarded. The guard shall have openings no larger than one-half (1/2) inch.

7. Anchoring fixed machinery. Machines designed for a fixed location shall be securely anchored to prevent walking or moving.

8. Training. Once guards are install on a machine. Operators will not be allowed to operate a machine until they are thoroughly familiar with the installation, operation, and removal of installed guards. This employer shall provide training to ensure that the purpose and function of the guarding program are understood by employees and that the knowledge and skills required for the safe application, usage, and removal of guards are acquired by employees. The maintenance department will be the focal point for machine guarding and training. The person who designs the guard will be the principal person to train the supervisor or additional trainers of personnel working in the department where the guard installation occurred. This standard practice instruction shall be provided to, and read by all employees receiving training. The training shall include the following:

8.1 Initial Training. Operator training will involve instruction and where necessary hands-on training in the following:

8.1.1 A description and identification of the hazards associated with particular machines.

8.1.2 The specific safeguard, how it provides protection, and the hazards for which it is intended to block.

8.1.3 How to properly use the guards and why.

8.1.4 How to install, operate, and remove guards.
8.1.5 What to do if the guard is damaged, missing, unable to provide adequate protection.

8.1.6 Each authorized employee shall receive training in the recognition of applicable hazard sources.

8.1.7 Each affected employee shall be instructed in the purpose and use of the guards on the machinery they operate.

8.1.8 All other employees whose work operations are or may be in an area where machine guards may be utilized, shall be instructed about the guarding procedure, and about the prohibition relating to attempts to defeat machines or equipment which are guarded.

8.1.9 Recognition of applicable hazards associated with the guarding device.

8.1.10 Procedures for removal of a guard from service.

8.1.11 Guard identification. Guards having identification numbers will be checked for legibility. Guards having illegible identification will be turned in to ______________________ for testing and remarking.

8.1.12 Certification. This employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

8.2 Guard trainers. The following employees or position titles will receive training and as required, serve as Guard trainers. Company qualified trainers will consist of the following:

**GUARD TRAINERS**

<table>
<thead>
<tr>
<th>Title</th>
<th>Member</th>
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<tbody>
<tr>
<td>Guard Trainer</td>
<td>Maintenance Manager</td>
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<tr>
<td>Guard Trainer</td>
<td>Maintenance Personnel</td>
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<tr>
<td>Guard Trainer</td>
<td>Safety Officer</td>
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<tr>
<td>Guard Trainer</td>
<td>First Line Supervisors</td>
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<td>Guard Trainer</td>
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<td>Guard Trainer</td>
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<td>Guard Trainer</td>
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<td>Guard Trainer</td>
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8.3 Refresher training. This standard practice instruction shall be provided to, and read by all employees receiving refresher training. The training content shall be identical to initial
training. Refresher training will be conducted on a(n) ________________ basis or when the following conditions are met, whichever event occurs sooner.

8.3.1 Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in machines, equipment or processes that present a new hazard, or when there is a change in the type of guard installed on a given machine. Training will be provided before reassignment.

8.3.2 Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever this employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of the use of guards.

8.3.3 The retraining shall reestablish employee proficiency and introduce new or revised guarding methods and procedures, as necessary.

8.3.4 Certification. This employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain each employee's name and dates of training.

9. Protective Clothing and Personal Protective Equipment (PPE). Where engineering controls are not adequate, employees will wear protective clothing or PPE.

9.1 These include items such as, caps, hair nets, face shields, safety goggles, glasses, hearing protection, footguards, gloves etc. Supervisors will ensure that equipment selected will meet the following requirements:

9.1.1 It will be appropriate for the particular hazard.

9.1.2 It will be maintained in good condition.

9.1.3 It will be properly stored when not in use, to prevent damage or loss.

9.1.4 It will be kept clean, fully functional and sanitary.

9.2 Hazards associated with wear of protective clothing, PPE, personal clothing and jewelry. Protective clothing and PPE can present additional safety hazards. Supervisors will ensure operators wear appropriate clothing and PPE. These items will be worn so as not create additional hazards.

10. Facility/Department Evaluation. This employer shall evaluate our facility(s) by department to determine which machines or pieces of equipment require guarding to control work place hazards. A complete listing of machines/equipment having guards will be maintained.

10.1 Machine/Equipment Guarding listing.
11. Periodic Inspections and Certifications.

11.1 Inspections. This employer shall conduct a periodic inspection of each machine guard for each machine or piece of equipment at least annually to ensure that the procedures, guarding techniques and the requirements of this instruction are being followed.

11.1.1 The periodic inspection shall be performed by an authorized employee other than the ones(s) utilizing the equipment guards being inspected. The person responsible for scheduling periodic inspection will be _______________________.

11.1.2 Inspections will be conducted by the following personnel authorized to evaluate machine guarding requirements:

<table>
<thead>
<tr>
<th>Duty Title</th>
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<tr>
<td>1. _________</td>
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11.1.3 The periodic inspection shall be conducted to correct any deviations or inadequacies identified.

11.2.4 Guarding inspections. Where guarding is used for energy control, the periodic inspection shall include a review, between the inspector and each authorized employee, of that employee's responsibilities under the guarding procedure being inspected.
11.3 Certifications. This employer shall certify that the periodic inspections have been performed. The certification shall be maintained in the same location as the master machine listing. The certification shall as a minimum identify:

11.3.1 The machine or equipment on which the guarding procedure was being utilized.

11.3.2 The date of the inspection.

11.3.3 The employees included in the inspection.

11.3.4 The person performing the inspection.

12. Guarding requirements for specific types of equipment. Machines at this facility will be guarded in accordance with the specific OSHA statute governing the class of machine. The specific requirements of each statute are too numerous to detail in this standard practice instruction. The relevant statute will be consulted to determine specific guarding requirements. Each machine will be evaluated to determine the machine class designation for guarding purposes. The following apply:

12.1 Machine classifications and relevant standards for guarding purposes.

Machine/Equipment Classifications and Relevant Standards

<table>
<thead>
<tr>
<th>Machine Classification</th>
<th>OSHA Standard</th>
</tr>
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<tbody>
<tr>
<td>Woodworking Machinery</td>
<td>29 CFR 1910.213</td>
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<tr>
<td>Cooperage Machinery</td>
<td>29 CFR 1910.214</td>
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<tr>
<td>Abrasive Wheel Machinery</td>
<td>29 CFR 1910.215</td>
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<td>Mills and Calendars Machinery</td>
<td>29 CFR 1910.216</td>
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<td>Forging Machinery</td>
<td>29 CFR 1910.218</td>
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<tr>
<td>Mechanical Power-Transmission Apparatus</td>
<td>29 CFR 1910.219</td>
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<tr>
<td>Other Portable Tools and Equipment</td>
<td>29 CFR 1910.244</td>
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</table>

12.2 Machine/equipment guarding class listing.

Machine/Equipment Guarding Class Listing

<table>
<thead>
<tr>
<th>Department</th>
<th>Guard/Machine #/ID</th>
<th>Date Evaluated</th>
<th>Date Guarded</th>
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