

Michigan Municipal Workers' Compensation Fund

Safety and Health Resource Manual

Machine Guarding

Sample Policy and Procedure

Introduction

To protect the safety of our employees, managers, supervisors and department heads are responsible for assuring, where applicable, that all machines have appropriate guarding.

Mechanical guarding must encompass both the power transmission parts of all mechanical equipment and the points of operation on production machines.

Guards must be in place where rotational motion, nip points, and cutting, shearing, punching, and forming mechanisms can cause injury to personnel or damage to tools and equipment.

Mechanical Guards

Guarding, whether designed by the personnel of [Name of Municipality], or procured from the machine's manufacturer or another source, must meet the following specifications:

The guard;

- Must provide positive protection equal to that specified in ANSI B15.1.
- Must be considered a permanent part of the machine or equipment, not capable of being easily or quickly removed or replaced.
- Must not interfere with efficient operation or maintenance of the machine or give discomfort to the operator.
- Must not weaken the machine structure.
- Must be designed for a specific job and a specific machine.
- Must be durable, resistant to fire and corrosion, and easily repaired.
- Must not present hazards, such as rough edges, splinters, pinch points, shear points, or sharp corners.

Responsible members of management must consider the following methods of guarding:

- Enclosing the operation (preferred)
- Interlocking devices
- Moving barriers
- Removal devices
- Remote control
- Two-handed tripping devices
- Electronic safety devices

General

Machines designed for fixed locations must be securely anchored to the floor or bench to prevent walking or tipping.

Employees may operate machinery only when they have received proper training and authorization to do so.

Employees must wear proper clothing and protective devices if the supervisor, the department head, or MIOSHA specifies this.

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Maintenance

Employees who must perform maintenance work on a machine must follow all safety precautions, including [Name of Municipality]'s lockout/tagout program. Following the safety precautions will protect both employees who perform maintenance as well as other workers in the area from injury.

Important points:

1. De-energize the machine.
2. Lock out all disconnect switches.
3. Tag all disconnect switches.
4. Test the equipment to ensure it is de-energized before working on it.

NOTE:

You may use a tagout only procedure if you cannot lockout the machine

1. if the machine is supplied power from a single source and is under the control of a trained and qualified person at all times and
2. only if there are no other persons in the area who could be harmed by accidental re-energizing.

Re-Energizing

Many accidents occur at the moment of reenergizing. If the machinery is to be reenergized, all persons must be kept at a safe distance away from the machinery. The re-energization can be performed only by a person who either performed the lockout/tagout, a person acting under the immediate and direct commands of the original lockout/tagout person, or in the event of a shift change, or other unavailability of the original person, then the original shall, before leaving, appoint a surrogate original person and show him or her all steps taken to lockout/tagout the equipment.