## MACHINE GUARDING POLICY

**PURPOSE**

To ensure all Employees understand and recognize the dangers and risks involved with working in and around machinery, and the measures used to prevent injury caused by the improper use of machine guards in the workplace.

**STANDARDS / PROCEDURES**

Safeguarding devices shall be designed and constructed with the goal of preventing any part of the body from reaching a danger point or area. Safeguarding devices shall be designed, constructed, installed and maintained to ensure that personnel cannot reach over, under, around, or through the device undetected to reach the hazard.

Barriers shall be constructed to withstand operational forces and environmental conditions, be free of sharp edges and projection and not themselves create a hazard, and provide a means for secure attachment.

Dangerous moving parts in three basic areas require safeguarding:

**Point of operation**:

The area on a machine where work is actually performed on the material being processed, such as cutting, shaping, boring, or forming of stock;

**Power transmission apparatus**:

All components of the mechanical system which transmit energy to the part of the machine performing the work. These components include flywheels, pulleys, belts, connecting rods, couplings, cams, spindles, chains, cranks, and gears; and,

**Other moving parts**:

All parts of the machine which move while the machine is working include, but not limited to, reciprocating, rotating, and transverse moving parts, as well as feed mechanisms and auxiliary parts of the machine.

**Minimum General Requirements**:

***Prevent contact***: The safeguard shall prevent hands, arms, and any other part of an employee's body from making contact with dangerous moving parts. A good safeguarding system eliminates the possibility of the operator or another employee placing parts of their bodies near hazardous moving parts.

***Secure***: Employees should not be able to easily remove or tamper with the safeguard, because a safeguard that can easily be made ineffective is no safeguard at all. Guards and safety devices shall be made of durable material that will withstand the conditions of normal use. They shall be firmly secured to the machine.

***Protect from falling objects***: The safeguard shall ensure that no objects can fall into moving parts. A small tool which is dropped into a cycling machine could easily become a projectile that could strike and injure someone.

***Create no new hazards***: A safeguard defeats its own purpose if it creates a hazard of its own such as a shear point, a jagged edge, or an unfinished surface which can cause a laceration. The edges of guards, for instance, should be rolled or bolted in such a way that they eliminate sharp edges.

**ROLES / RESPONSIBILITIES**

**Management**:

* Follow the guidelines of CSA Z432-04 for safeguarding of machinery; and,
* Ensure that this procedure is implemented and maintained.

**Supervisor:**

* Ensure employees comply with this procedure; and,
* Facilitate operator training involving instruction or hands-on training with regards to guards.

**Worker Health and Safety Representative(s) / Health and Safety Committee:**

* Inspect machines for appropriate guarding during safety inspections, and as requested;
* Report any questionable conditions that are discovered to management; and,
* Participate in investigation of injuries related to guarding.

**Worker:**

* Comply with all aspects of this procedure;
* Ask for a demonstration of a tool prior to use;
* Ensure proper task-specific Personal Protective Equipment is worn;
* Report all damaged or malfunctioning tools / equipment to their Supervisor;
* Contact your immediate supervisor when alternative guarding methods are necessary; and,
* Adhere to Lock Out Tag Out procedures as required.