



Machine Guarding Policy

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1.0 Policy/Procedure

Machine Guarding

Safeguards on machines are designed to protect you from injury. The basic types of hazardous mechanical motions and actions are:

Motions	Actions
Rotation (including in-running nip points)	Cutting
	Punching
Reciprocating	Shearing
Transverse	Bending

To reduce a potential injury employees shall follow these basic rules:

- Safeguard any machine part, function or process which may cause injury.
- Never start a machine unless you have been trained in the use of the machine.
- Never start a machine unless required personal protective equipment (PPE) is on, in use and you are wearing appropriate clothing. (See PPE section).
- Do not wear loose clothing, neckties, rings or other jewelry. If your hair is long, tie it back.
- Never start a machine unless guards are in place and in good condition.
- Treat an unguarded machine as if it were out of order. Tag the machine "Danger, Out of Order-Do Not Use."
- Report all missing guards to your supervisor immediately.
- No guard barrier or enclosure should be adjusted or removed for any reason, unless you are trained to do the work, have the permission of your supervisor and adjust machines as part of your job.
- Never service or perform maintenance on a machine without disconnecting power and implementing the lockout-tagout procedure.