

EXECUTIVE SUMMARY

Machine Guarding 1910 Subpart O

This document presents a brief overview and summary of the official written program. The official program is a comprehensive guide to assist District staff in complying with the requirements of the OSHA standard.

PROGRAM OBJECTIVE:

To identify, avoid, reduce, and/or eliminate shop equipment hazards and ensure the safe condition of tools, machines and equipment used by employees, including equipment furnished by employees. Machine guarding protects operators 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.

PROCEDURES:

General Requirements

This program covers all rooms that house shop equipment used for:

- Student instruction and/or the completion of tasks/assignments.
- The completion of work tasks by SPPS employees.

Engineered Controls and PPE:

- Each piece of equipment must be properly guarded in order to help prevent injuries. Guards are not to be removed unless consent is granted by supervisor for a specific project.
- In the event that engineering controls are not adequate, employees will wear protective clothing or PPE. These include items such as, caps, hairnets, face shields, safety goggles, glasses, hearing protection, foot guards, gloves, etc.
- Blocks or push sticks shall be used for placing and removing material without the operator placing a hand in the danger zone. Such tools will not be used in lieu of guarding.

Monitoring and Inspections:

- Adequate monitoring of shop activities is necessary in order to minimize the potential for injury.
- Employees or staff must promptly report any safety concerns related to shop equipment or shop/lab safety issues to their immediate supervisor.
- The District shall conduct annual, periodic inspections of each machine or piece of equipment that is guarded to ensure that the procedures, guarding techniques, and requirements of this written program are being followed.

Employee Training

- Training shall ensure that employees understand the purpose, goals, and objectives of the guarding program and that the knowledge and skills required for the safe application, usage, and removal of guards are acquired by employees.
- The Maintenance and Custodial Department will be the focal point for identifying employees in need of machine guard training.

Retraining is required when:

- Changes in the workplace, employee job assignment or types of equipment used render previous training obsolete.
- Operator is observed using the equipment in an unsafe manner or has been involved in an accident or near miss.

RECORDKEEPING REQUIREMENTS:

Records:

- Maintained by ESG and available upon request.
- Contact Information: Environmental Services Group | Phone: 651.744.1800
Web Site: <https://www.spps.org/Page/3470> | Email: ESG@spps.org