



**Machine Guarding
Safety Program
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A. SCOPE AND APPLICATION

The machine guarding safety program establishes the requirements and procedures to ensure safe tool and machinery usage and thus preventing accidents and injuries at all University of Nevada, Las Vegas (UNLV) properties. In accordance with 29 CFR 1910, subpart O – Machinery and Machine Guarding.

B. COMPLIANCE WITH PROGRAM

This program applies to all UNLV employees, volunteers, and students who operate tools and machinery.

C. DUTIES AND RESPONSIBILITIES**(1) Contractors**

- a. Establish a tool and machine guarding safety program for their employees.
- b. Operate machinery and tools safely and in the way as intended by the manufacturer.

(2) Risk Management and Safety (RMS)

- a. Establish the Machine Guarding Safety Program.
- b. Develop and offer training to all who operate tools and machinery at UNLV.
- c. Perform inspections of tools and machinery to ensure that all guards are installed, in good condition and securely fastened.
- d. Assist departments with recommendations on how to resolve guarding issues with tools and machinery, when requested.

(3) Department Directors

- a. Allocate resources to provide for funding of machinery, tools, and maintenance thereof.
- b. Establish department specific requirements for safe tools and machinery operation.

(4) Department Managers and Supervisors

- a. Ensure employees, volunteers, and students complete

required training.

- b. Identify “authorized users” who have authority to lock out tools and machinery on which the guarding is incomplete, defective, or missing.
- c. Issue locks and lockout devices to employees when lockout of tools and machinery is necessary.
- d. Verify operator knowledge and skill by having operator demonstrate safe and proper use of tools and machinery.
- e. For those in need of instruction, provide training/hands-on practice sessions to ensure competent use of tools and machinery.

(5) Operators

- a. Complete UNLV’s Machine Guarding Safety Program Training and if designated by supervisor, Lockout/Tagout Training.
- b. Complete department machinery training and demonstrate competency.
- c. Prior to use, complete inspections of machinery and report any deficiencies to your supervisor.
- d. Lockout machinery that is unsafe and/or guarding is missing, defective, or incomplete, if authorized to do so.
- e. Follow the approved “machinery specific” protocols and procedures when locking out the machinery if available, otherwise follow the general procedures.
- f. Always use machinery safely and in the proper manner intended by the manufacturer.
- g. Properly equip and use personal protective equipment as required. (Eye protection, gloves, hearing)

(6) Loaning of tools

- a. Use administrative regulations to control/restrict the loaning of tools to authorized users only.
- b. Verify that users have the knowledge and capability to use tools safely and properly.

(7) Maintenance/Repairs

- a. Use only manufacturer approved parts and maintenance processes to service and repair machinery.
- b. Resolve machine guarding issues and ensure all guards are used as prescribed by the manufacturer.

D. COMMON HAZARDS

Below is a list of common safety hazards associated with the operation of machinery:

- a. Point of operation
- b. Nip points
- c. Kickbacks
- d. Electrical cables/cords being damaged or strained
- e. Electrical breakers
- f. Loose materials and debris in the work area

E. TRAINING

1. Operators shall complete designated training courses.
2. New operators shall receive instruction and hands-on practice if needed, for tools and machinery that will be operated.
3. Trainee practice sessions will only occur under the direct supervision of a “designated person” who has the ability to provide, control, and evaluate competency.
4. Operators should demonstrate proficiency before authorization is given to work unsupervised.
5. Refresher training may be required when:
 - a. Operators have been observed using tools and machinery in an unsafe manner.
 - b. Operators have been involved in an accident or near-miss incident.
 - c. Procedure, tools or machinery changes occur that could affect work operations.

F. DEFINITIONS

1. Point of operation – the area on a machine where work is actually performed upon the material being processed.
2. Nip points – Created when rotating parts come in contact with or close proximity to other parts.
3. Kickbacks – Occurs when a blade catches the product and throws it back towards the operator.
4. Transverse motion – A movement in a straight or continuous line causing a pinch or shear point.