

Amputation Prevention

Powered Machine
Hazard Control

Employee Handbook

DANGER



Specialty Graphic Imaging Association

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Be Safe and Leading by Example

You have the right to work in a safe environment. It's for this reason that your employer is providing you with the necessary safety training to help you understand the hazards that exist when working with powered machinery and the means that are in place for your protection.

But you are also responsible for your safety and for maintaining a safe workplace as well.

Doing the right thing, in the right way, at the right time helps reduce the chances of an accident and the occasional close call. Working in a safe manner is the right thing.

The first step is to know, understand, and follow all of your company's safety programs and rules, including safe work practices and safe machine operations.

Whether you are assigned to operate machinery or work around machinery in the facility, hazards can exist. The risk of this never goes away or takes a holiday. Therefore you need to keep aware and pay attention to what you are doing at all times. The machine guards, hazard control procedures and safety instructions your employee provides are all important for your safety.



Here are some general responsibility reminders to help keep you safe:

For Machine Guarding

- Attend all safety training sessions offered
- Use the machines only if authorized and trained
- Understand the type of guarding and their purpose
- Maintain work areas and machines in a clean and orderly manner
- Use the machines only as designed
- Follow all safety rules for guarding
- Learn to recognize damaged or missing guards
- Report all unsafe machinery or circumstances immediately
- Report all close-calls as well as any injury regardless of the severity
- Be prepared for the unexpected
- Never horseplay around machinery or production areas
- Never remove or by-pass a guard without authorization
- Avoid wearing jewelry or loose clothing if operating machinery
- Tie back or up long hair if operating machinery
- Read and understand all manufacture operator manuals
- Regularly inspect your machine's guards before each shift
- Never take short cuts

For Hazardous Energy Control

If you are an Authorized Employee:

- Understand the purpose of hazardous energy control
- Recognize hazardous energy sources
- Always stop machines and use safety devices before performing minor service
- Always use lockout/tagout when performing any service and maintenance
- Only perform lockout/tagout if authorized and qualified
- Report all unsafe procedures or missing/damaged control equipment
- Follow all safety rules for guarding
- Be prepared for the unexpected
- When in doubt, lock it out
- Read and understand all manufacture operator manuals

If you are an Affected or Other Employee:

- Recognize when energy control procedures are being performed
- Never attempt to start up or use locked out or tagged out machinery
- Understand the limitations of lockout tags



Basic Sequence for Lockout

1. Notify all Affected Employees and others that service is needed and a shut-down will occur.
2. Review machine specific energy control procedures for the methods to control the energy.
3. Shut down machine by the normal stopping procedure.
4. De-activate the energy isolating device(s) from the energy source(s).
5. Lock out the energy isolating device(s) according to control procedures.
6. Dissipate stored or residual energy by methods specified in control procedures.
7. Verify machine is disconnected from the energy source(s) according to control procedures.
8. Return operating control(s) to neutral or "off" position after verification.

Basic Sequence for Restoring Machine Back to Operations

1. Ensure that nonessential items, tools and personnel are removed from the work area.
2. Ensure that the machine components are operationally intact.
3. Verify that the controls are in neutral.
4. Remove the lockout devices and reenergize the machine.
5. Remove any means of blocking if used.
6. Test and ensure that the machine is operating correctly.
7. Notify Affected Employees and others that the service is complete.

Remember - safety is not a one-time act with a single destination. It a constant path you need to stay on while performing your job.

You should always serve as a good role model to your co-workers for safe work practices.

Lead by example!

Who to Contact

If you have concerns about safety at work, you should discuss them with your employer or immediate supervisor.

Your Supervisor:

Your Facility Manager:

Human Resources:

Other Contacts:

