Machine guarding toolbox talk

29 CFR 1910.212, 1910.147, 1910.219, 1926.300, 1910.133

Date _____ Trainer _____ Location _____

Opening question

If the machine you run jammed right now, would you reach in to clear it, or shut it down first?

Why it matters

Machines do not know the difference between the material and your hand. Moving parts can crush, cut, pull in or throw things faster than anyone can react. Guards are there because nobody can stay perfectly careful every minute of every shift. A missing or bypassed guard can turn a normal day into a serious injury.

Key points

1 Know where machines can hurt you

Every machine with moving parts has danger points. OSHA's general machine rule lists hazards such as the point of operation, ingoing nip points, rotating parts, and flying chips and sparks. One or more methods of machine guarding must protect the operator and other employees in the machine area from them. Before you start, know where these points are on your machine.

29 CFR 1910.212(a)(1)

2 Guards stay on and stay working

The point of operation is where the machine does its work on the material, such as cutting, pressing, shaping or bending. If it can injure you, it must be guarded, and the guard is there to keep every part of your body out of the danger zone while the machine cycles. Never remove, bypass, prop open or tape over a guard to save time. If a guard is missing or broken, do not run the machine, and tell your supervisor.

29 CFR 1910.212(a)(3)(ii)

3 Shut it down before you reach in

Clearing a jam, cleaning or adjusting a part is when hands get closest to the danger zone. During production, servicing that requires you to remove or bypass a guard, or put any part of your body into the point of operation, generally falls under the lockout/tagout rule. Stop the machine, lock it out and check that it cannot start before you reach in. If you are not trained to lock out that machine, get someone who is.

29 CFR 1910.147(a)(2)(ii)

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4 Tools and PPE do not replace a guard

Push sticks and other special hand tools help you place and remove material without putting a hand in the danger zone. They cannot be used instead of the required guarding; they can only add to it. Gloves and safety glasses do not replace a guard either. Gloves can also get caught in rotating parts, so follow the glove rules for each machine.

29 CFR 1910.212(a)(3)(iii)

5 Dress for moving parts

Rotating shafts, belts and chains can grab a loose sleeve, a hood string, jewelry or long hair and pull you in. Wear fitted clothing, take off rings and chains, and tie back long hair. OSHA's power transmission rule requires regular oilers to wear tight-fitting clothing, and machinery must be oiled when it is not in motion, wherever possible.

29 CFR 1910.219(p)(7)

6 Check the guards before every start

Before you start a machine, look at the guards. They should be in place, secure, and not cracked, bent or loose. Guards must be attached to the machine where possible, and a guard must not create a hazard of its own, such as a sharp edge or a new pinch point. Know where the stop button is, and report any problem before the machine runs.

29 CFR 1910.212(a)(2)

Scenario

Picture this: A packaging line keeps jamming near the end of a long shift. To save time, an operator props open the guard door and reaches in with the machine still running to pull out a crushed box. A new hire watches and decides that must be how it is done here. What went wrong, and what should both of them do the next time the line jams?

Crew discussion

1. What types of guards are on the machines in our area, and are any of them removed, propped open or worked around?
2. What is our procedure when a machine jams, and who is authorized to lock it out?
3. Where are the nip points and rotating parts on the equipment you run today?
4. Who do you tell about a missing or broken guard, and what happens to the machine until it is fixed?

Bottom line **Guards stay on, hands stay out, and nobody reaches into a machine until it is shut down and locked out.**

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Sign-in sheet / Hoja de asistencia

Topic / Tema Machine guarding / Resguardos de máquinas

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Trainer / Instructor _____ Location / Lugar _____ Company / Empresa _____

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