

EH&S FACT SHEET **Machine Safeguarding** **Written Program**



This fact sheet provides awareness level information for machine safeguarding and the control of common hazards associated with working with machines as outlined in the Machine Safeguarding Program (Go to TOC of program). This program is designed for those using any apparatus using or applying mechanical power and having several parts, each with a definite function and together performing a particular task; or machines.

[Go to the beginning of the UCSB Machine Safeguarding Program](#)

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Does the Machine Safeguarding Program apply to my department?

If a machine is used by personnel in your department, the requirements of this program apply to your department.

What type of machines apply to this Program?

The Machine Safeguarding Written Program applies to all machines.

Who is responsible for running this Program in my department?

All persons using machines are responsible for following the safe-work practices outlined in this program. Implementation of this program is the responsibility of the Director or head of the Owner Department. This may be delegated to a Principle Investigator for a specific research project, or someone designated by the head of the department or Principle Investigator as the “Machine Safeguarding Program Administrator” for the Project or Department.

I’m the designated “Machine Safeguarding Program Administrator;” what do I have to do?

Become familiar with the Machine Safeguarding Written Program by reading the program. Understand the requirements of the program including the use of Engineering Controls, Administrative Controls, and Personal Protective Equipment.

How often should machines be inspected?

All machines should be visually inspected by the operator before their use each day. Visual inspections may reveal hazards such as loose or broken parts, frayed electrical cords, loose or missing guards or improperly adjusted parts. Any one of these items could lead to an injury if not corrected.

Machines that are missing guards or in substandard condition should be immediately removed from service until appropriate repairs are made or guards are affixed.

Bi-annually, a thorough inspection and follow-up corrective action must be completed, using the Machine Safeguarding Checklist provided.

Who is responsible for inspecting the machines?

Equipment can be inspected by anyone who has sufficient knowledge and experience with the machine to enable that person to know:

- what to look at
- what to look for

- what to do if they find a problem

The necessary level of competence will vary for inspections, according to the type of equipment and how / where it is used. The nature of these inspections does not have to be determined by the same person who undertakes them, provided the person determining them is competent.

This can often be done in-house by experienced staff, taking account of:

- the manufacturer's recommendations
- industry advice
- their own experience of the equipment, its use, the particular factors of the workplace and the people using the work equipment

Are there “Safe Work Rules” for machine users to follow?

Yes, there are ‘Operator Safe Work Practices’ out lined in the Machine Safeguarding Written Program.

Who should be trained on each machine?

OSHA requires training for new operators and maintenance or setup personnel, when any new or altered safeguards are put in service, or when workers are assigned to a new machine or operation.

How do we get trained?

Training requirements are detailed in the program and can be provided at no cost to the Owner Department by EH&S/General Safety staff, or for cost by outside Vendor as long as the contents of this program are addressed by the vendor-trainer

Who keeps records of inspections, inventories and training?

Owner Departments must keep records concerning machine inspections, inventories and training. The Machine Safeguarding Written Program administrator will be designated by the Owner Department. Please talk with the department management for the current designee. All records must be kept for certain periods of times as outlined in the program. The records must be made available to regulatory agencies such as Cal/OSHA and EH&S upon request.