

Guard Against Machine Hazards

A SAFETY TALK FOR DISCUSSION LEADERS

This safety talk is designed for discussion leaders to use in preparing safety meetings.

Set a specific time and date for your safety meeting. Publicize your meeting so everyone involved will be sure to attend.

Review this safety talk before the meeting and become familiar with its content. Make notes about the points made in this talk that pertain to your workplace. You should be able to present the material in your own words and lead the discussion without reading it.

Seating space is not absolutely necessary, but arrangements should be made so that those attending can easily see and hear the presentation.

Collect whatever materials and props you will need ahead of time. Try to use equipment in your workplace to demonstrate your points.

DURING THE MEETING

Give the safety talk in your own words. Use the printed talk merely as a guide.

The purpose of a safety meeting is to initiate discussion of safety problems and provide solutions to those problems. Encourage employees to discuss hazards or potential hazards they encounter on the job. Ask them to suggest ways to improve safety in their area.

Don't let the meeting turn into a gripe session about unrelated topics. As discussion leader, it's your job to make sure the topic is safety. Discussing other topics wastes time and can ruin the effectiveness of your safety meeting.

At the end of the meeting, ask employees to sign a sheet on the back of this talk as a record that they attended the safety meeting. Keep this talk on file for your records.

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NOTE TO DISCUSSION LEADER:

One of the most effective ways to communicate machine safety is to use examples of accidents or near misses involving machines that are located in your plant.

Try to tailor your talk to the equipment and surroundings that employees are familiar with.

In a recent year, approximately 9,000 occupational injuries involving machines occurred in Ohio. These types of injuries can occur, so we need to work together to make our environment a safer and more healthful place.

Before you operate any machine you must be authorized and know how to operate it safely. An inspection of all equipment should be done before any machine is turned on. Items to be inspected prior to the operation of a machine will vary with the type of machine. Some items to check for include:

- Proper placement and good condition of machine guards
- Electric lines to see that they are not damaged.
- Air-lines and hydraulic lines to see that they are in good condition and not leaking.
- Proper setup and operating speed of the machine.
- Material to be machined to see that it is properly secured to the machine.
- Cutting tools on the machine to see that they are sharp and properly secured in the tool holders.

Many machines have rotating parts, such as conveyor belts, spindles, chucks, saw blades and drills. Some machines also have pinch points, cutting action, punching action and shearing action. A machine operator needs to be familiar with these hazards and know how to operate the machine in order to avoid injury from these hazards.

NOTE TO DISCUSSION LEADER:

Use one of the machines in your department as an example and ask members of the group to pick out potential hazards on that machine. Discuss ways to avoid being injured by these hazards.

Machine operators should protect themselves from machine hazards by wearing proper protective equipment. Safety glasses and face shields or goggles should be worn where machines cause particles to fly through the air, such as chips coming from a lathe or grinder. Loose clothing should not be worn around rotating machinery because it can get caught in the machine and pull the machine operator into the machine.

Long hair should be contained so it will not get caught in rotating machine parts. Safety shoes are recommended where people are placing heavy materials in and out of machines. Avoid wearing jewelry such as rings and necklaces.

NOTE TO DISCUSSION LEADER:

Refer to one of the machines in your department and talk about the types of personal protective equipment required.

The area around machines should be kept orderly. Good housekeeping is important. Scrap material, chips and cuttings should not accumulate. Keep, air hoses and extension cords out of the way so they don't become tripping hazards.

Machine maintenance is important. o your part to keep machines properly repaired, lubricated and adjusted. Clean up excess lubricants so they don't get on the floor and cause a slipping hazard. All of the switches and valves that control machines should be clearly marked. Check your machine for emergency stop switches; they should be located on or near the machine so the machine can be turned off quickly if a malfunction occurs.

NOTE TO DISCUSSION LEADER:

Ask members of the group if there are any questions regarding machine safety in their department. Encourage group discussion and remind workers to report any unsafe conditions in their areas so that they can be corrected immediately.