Temple University
Environmental Health and Radiation Safety

O&M MACHINE GUARDING PROGRAM POLICY

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Applies to: All employees in Operations and Maintenance who work with or near machinery or equipment with machine guards.	

1. Purpose

This policy establishes minimum requirements for machine guarding to protect Operations & Maintenance employees from Machine-Related Hazards and prevent injury during normal operations, servicing, and maintenance.

2. Scope

This policy applies to all Operations & Maintenance employees who work with or near machinery or equipment where exposure to Machine-Related Hazards exists.

Excluded: Office equipment and non-industrial devices not presenting mechanical hazards.

3. References

- OSHA 29 CFR 1910 Subpart O – Machinery and Machine Guarding
- OSHA 29 CFR 1910.147 – The Control of Hazardous Energy (Lockout/Tagout)
- Manufacturer equipment safety and guarding requirements

4. Definitions

- Danger Zone – The area on a machine where the worker could be injured while conducting normal operations.
- Machine Guard – safeguards installed on a machine to protect workers from injury while using the machine.
- Point of Operation – the area on the machine where the work is being done.
- Machine-Related Hazards: Hazards arising from moving parts, energy sources, or operational processes that can cause crushing, cutting, entanglement, or similar injury.

5. Roles and Responsibilities

Environmental Health and Safety (EHRS)

- Evaluate machine guards for effectiveness and adequacy.
- Has the authority to stop work immediately when machine guarding deficiencies, unsafe conditions, or violations of this policy are identified.
- May require removal of equipment from service until hazards are corrected, and compliance is verified.
- Has authority to approve or deny resumption of work following corrective actions.
- Provide guidance for machine guarding on new or modified equipment.
- Provide guidance on initial and annual training requirements.
- Conduct periodic audits of machine guarding compliance.

Operations and Maintenance

- Ensure machinery is equipped with guards preventing access to Danger Zones.
- Ensure guards are inspected and maintained per manufacturer's guidance.
- Coordinate with the Facilities Safety Specialist and EHRS when purchasing new equipment.
- Coordinate risk assessments for machinery lacking guards.

Trade Supervisors

- Has the authority to stop work immediately when machine guarding deficiencies, unsafe conditions, or policy violations are observed.
- Ensure affected equipment is removed from service, and hazards are corrected prior to resuming work.
- Coordinate with the Facilities Safety Specialist and EHRS before authorizing return to service when machine guarding deficiencies are identified.
- Ensure workers are trained prior to operating machinery and when machinery or guarding changes.
- Deliver machine guarding training during annual lockout/tagout hands-on assessments.
- Provide training documentation to the Facilities Safety Specialist upon completion.

Workers

- Comply with all training and SOPs related to machine guarding.
- Inspect machine guards prior to equipment use.
- Never bypass, defeat, or modify machine guards.
- Report failed or damaged guards to the Trade Supervisor and Facilities Safety Specialist.

- Report missing guards to the O&M Dispatch Center and immediately remove affected equipment from service.

6. Mandatory Machine Guarding Requirements

- One or more approved guarding methods shall be installed on all machinery where injury could occur.
- Machine guards shall prevent exposure to hazards including pinch points, rotating parts, belts, and blades.
- Machine guards shall be inspected by the Worker prior to each use to verify they are present, securely installed, properly aligned, and functioning as intended.
- Machine guards shall be rejected and the equipment removed from service if any of the following conditions are identified:
    - Missing, damaged, loose, bypassed, or modified guards
    - Guards that do not fully protect the Point of Operation or Danger Zone
    - Guards that interfere with safe operation or create additional hazards
    - Failure of interlocks, presence-sensing devices, or other safeguarding systems
- Equipment shall not be returned to service until deficiencies are corrected and the guard is verified as effective by the Trade Supervisor or Facilities Safety Specialist.
- Machines designed for fixed locations shall be anchored to prevent movement.
- Maintenance or servicing requiring guard removal or bypass shall follow Lockout/Tagout SOPs.
    - All hazardous energy shall be fully isolated and verified prior to starting work.

7. Prohibited Practices

- Using equipment with failed or missing guards.
- Bypassing, modifying, or defeating machine guards.

8. Training and Authorization

- Training on this policy and applicable machine guarding SOPs shall be provided annually, upon new hire, prior to operating new or newly assigned equipment, and when machine guards are installed, modified, or replaced.
- Refresher training shall be provided whenever changes in equipment, guarding, or operating conditions introduce new or increased hazards.
- Workers shall not operate machinery until required training has been completed and documented.
- Training shall include hazard recognition and response to guard failures.
- Training will be delivered through general awareness sessions and lockout/tagout hands-on training.
- Trade Supervisors are responsible for ensuring training is completed before authorizing

equipment operation and for submitting training documentation to the Facilities Safety Specialist.

9. Reporting and Corrective Action

- The Facility Safety Specialist and Trade Supervisors are authorized to stop work immediately when machine guarding deficiencies, unsafe conditions, or policy violations are observed.
- Stop-work authority applies to:
  - Missing, damaged, bypassed, or ineffective machine guards
  - Failure to follow required inspection, training, or lockout/tagout procedures
  - Any condition presenting an imminent risk of injury
  - Work shall not resume until:
  - The hazard has been corrected
  - Required guards are reinstalled and verified
  - Approval to resume work is granted by the Facilities Safety Specialist or Trade Supervisor
  - Missing or damaged machine guards shall be reported to the O&M Emergency Operations Center.
  - Equipment with missing guards shall be removed from service until corrected.
  - Reports shall include the building, room, and specific equipment.
  - After hours, reports may be made to the Trade Supervisor.

10. Related SOPs and Forms

- Lockout/Tagout SOP
- Machine-Specific Operating Procedures

11. Program Review

This policy will be reviewed annually to ensure effectiveness and regulatory compliance. The Facilities Safety Specialist and applicable Trade Supervisors are responsible for implementing corrective actions identified during the review.