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Title <i>MACHINE GUARDING</i>	Effective Date 10/26/2017

Introduction

This policy applies to all UAA employees whose tasks include work with mechanized equipment, including ski servicing machines. UAA contractors using mechanized equipment are required to have a policy that meets or exceeds the requirements set forth in this policy.

Authority and Responsibilities

Managers and supervisors are responsible for implementing and maintaining this policy in their work areas and for answering employee questions about the policy. Employees are responsible for understanding and following the requirements of the policy and for asking questions when direction is unclear.

Definitions

Key definitions associated with Hand Tool and Portable Power Tool Safety are:

- **Personal Protective Equipment (PPE)** - Clothing including goggles or garments designed to protect the wearer from workplace hazards.
- **PPE Assessment** - An evaluation of the hazards associated with a specific job and the methods of protecting the worker. Those identified potential hazards that cannot be controlled through engineering or administrative controls will require appropriate PPE.
- **Lockout/Tagout** - A safety procedure that ensures dangerous machines are shut off and unable to start up again prior to the completion of maintenance or servicing work.
- **Mechanized Equipment (Machines)** - A powered tool capable of transmitting forces, motion, and energy in order to perform a task.
- **Machine Guard** - A physical barrier preventing the access to hazardous areas of a machine. Effective and adequate machine guarding prevents physical contact, is secure from tampering, and does not prevent the worker from utilizing the machine.

Requirements When Working With or Near Mechanized Equipment

- Perform a PPE assessment to determine the appropriate PPE for operating or maintaining the machinery.
- Inspect machines annually, or more frequently as prescribed by the manufacturers recommendations.
- Remove machines from service when broken, in need of repair, or otherwise not safe for usage.
- Remove machines from service if adequate guarding is not installed,

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has been removed, or is otherwise inadequate to prevent access to dangerous areas of the machine.

- Do not operate machinery without adequate training, as described in the Training section of this policy.

Requirements for Machine Guards

- Machine guards must be affixed to the machine where it is possible, and shall not create alternative hazards to the workers.
- Machine guards must not be removed or altered during use. If it is necessary to remove guarding temporarily for maintenance or repairs, a Lock Out/ Tag Out procedure must be followed.
- Machine guards must follow the specific requirements set by AKOSH in CFR 1910 Subpart O, for the specific machine type.
- Machine guards must follow the requirements set by the manufacturer, and must not be altered from these specifications.

Training

Training specific to machine guarding will include:

- Applicable AKOSH Standard and the manufacturer's recommendations;
- A description of the hazards associated with the specific machine;
- A description on proper use of PPE (if applicable) for operating a specific machine;
- Correct operation, adjustment, and location of the machine guards;
- Correct operation of the mechanized equipment.