

# SAFETY RULES

## MACHINE GUARD & SHIELD SAFETY

### Employee Safety

*Extreme bodily injury can occur if an employee operates machinery without safety guards or shields. To foster a safer workplace, ensure employees are familiar with machine safety rules.*

#### WorkSAFE Tips

- Employees driving on company business must wear seat belts.
- Report incidents or injuries in writing to a supervisor before the end of the shift.
- Report damage or maintenance needs in writing to a supervisor before the end of your shift.
- When exposed to potential eye injuries, employees must wear eye protection.
- Do not operate any machines unless trained and authorized.
- Do not perform maintenance on any machine unless trained and authorized.
- Do not use unsafe machinery, tools or equipment.
- Tuck in loose clothing and tie back long hair.
- Do not wear jewelry.
- Keep shoes tied.
- Do not bypass machine safety guards, shields, devices, activation switches or double-palm switches for any reason.
- Turn off, lock out and tag machines before performing service.
- Turn off, lock and tag air and hydraulic supplies before service or adjustment.
- Emergency stops must function correctly.
- Keep all glass shields or machine glass windows and viewing ports clean.
- Do not operate machines with guards or shields that are malfunctioning or out of adjustment.
- Do not alter the performance or fit and the opening or adjustment of guards or shields.
- To avoid entrapment or amputation, do not place hands in the point of operation without blocking and bracing the load.
- Lock and tag power supplies OFF when employees must place their hands inside the machine or point of operation.
- Do not remove safety guards, shields or kickback devices.
- Bench grinder tongue guards must be adjusted to 1/4 inch of the wheel and the tool rest adjusted to within 1/8 inch of the wheel.

*These advisory materials have been developed from national standards and sources believed to be reliable, however, no guarantee is made as to the sufficiency of the information contained in the material and Missouri Employers Mutual Insurance Company assumes no liability for its use. Advice about specific situations should be obtained from a safety professional.*

For more information:



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