

	<u>DOCUMENT TITLE</u> Safe Guarding of Machinery <u>Policy and Procedure</u>	
	OH&S <u>Document Number</u> <u>-PP-</u>	DATE COMPLIED: / / REVIEW DATE: / / Authorised By: Compiled By: B&L Safety Solutions

POLICY

In keeping with Policy of providing a safe environment and safe standards the following policy and procedure shall be implemented for the provision of all machinery to have safe guarding at all times.
All employees shall in consultation with management observe the following Policy and Procedure

PROCEDURES

1. Shall not remove any guard that has been supplied by the manufacture from any machinery.
2. Report any machinery that has any guards removed to management.
3. A checklist to be completed on all machinery that is used by NE.
4. Any damage caused by any act shall be recorded in the Incident Register and reported to the supervisor/manager, in the event of an injury regardless of how minor, shall be also recorded in the register.
5. Any Hazard or Risk associated to any machinery shall be reported and investigated, and the hazard/risk either eliminated or minimized as soon as practicable, or procedures put into place for the protection of all employees regarding the machinery.
6. Employees shall cooperate with the employer by reporting/consulting with the employer in regards of improvements of Safety with Machinery in the Workplace.
7. No machinery is to be used for any purpose other than what it is designed for.
8. No employee is to use/operate any machinery unless trained or inducted in the safe operation of said machinery.
9. That all Personal Protection is to be worn at all times whilst working with machinery.
10. Any machinery found with a defective guard or a guard removed shall be “**LOCKED—OUT**” Any machinery with a “**LOCKED—OUT**” tag shall not be used or switched on until such times that the “**Lock Out**” tag is removed. (refer to Safe Machinery/Plant Policy and Machinery Lock-Down Policy)

That this policy and Procedure shall be accessible to staff/employees at all times.

All machinery prior to being used shall be “*signed out*” by the authorized employee who is using the machinery, this is for the provision of employee’s being responsible for the condition of the machinery, prior and after it’s use, and to ensure that only “*authorized personnel*” have access to certain machinery.

A Safety Machinery Checklist shall be completed on each piece of machinery, plant and/or equipment once per month and signed off and dated by the person completing said checklist,.

After each Checklist has been completed and signed off, the Supervisor or Manager shall also sign the completed checklist.

Managers Signature: _____

Date Implemented: _____

