



LOS ANGELES UNIFIED SCHOOL DISTRICT

REFERENCE GUIDE

TITLE: Machine Guarding

NUMBER: REF-6007.0

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ROUTING
All Schools and Offices
Administrators of Operations
Operations Coordinators
Regional Facilities Directors

PURPOSE: This Reference Guide provides procedures for the safe operation of saws, shapers, planers, grinders and other power equipment through the use of proper machine guarding. This equipment may be found in maintenance areas, shops, garages and schools. Misuse can result in severe injuries including injury to fingers, hands, eyes, or other body parts.

MAJOR CHANGES: This is a new Reference Guide.

INSTRUCTIONS: I. OPERATING PROCEDURES

The following mandatory procedures must be followed to prevent operator injury when using power-operated equipment. In order to meet State regulations, the Site Administrator shall follow the operating procedures described below.

A. General Requirements

1. Any machine part, function, or process that might cause injury must be safeguarded. When the operation of a machine or accidental contact with it could injure the operator or others, the hazards must be either controlled or eliminated. All power equipment with saw blades, cutting teeth, rotating blades, moving belts, gears, pulleys, or other areas where accidental contact could cause injury, must have guards installed to prevent operator contact with hazardous areas.
2. Using machines without guards or without guards in place, with broken or defective guards, or removing or disabling guards **is prohibited**.
3. Training is required before permitting use of any power equipment. Training must be documented and include a review of potential safety hazards; a demonstration of how to use and install guards if applicable, and personal protective equipment required when using the equipment.



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4. Each machine must be inspected **before use** to ensure the machine is in safe operating condition and that all required machine guards are properly installed and are correctly adjusted.
5. All power switches and operating controls must be in proper working condition and located within reach of the operator.
6. Loose clothing and long hair must be tied back and secured to prevent entanglement in machinery. Jewelry, including necklaces, bracelets and rings must be removed when operating machinery.
7. Scrap materials, chips and cuttings must not be permitted to accumulate around machines. Work area must be well maintained and free of accumulated debris.
8. An electrical shut-off switch must be provided to disconnect the power source when repairs or adjustments are made (in accordance with mandatory lock out/tag out requirements).
9. Fixed location machines must be bolted to the floor to prevent movement.

B. Personal Protective Equipment

1. Face shields, safety glasses and other protective equipment (hearing protection, respirators, etc.) are required if flying particles, dust or liquids are generated by the equipment or additional hazards are created by the operation of the equipment.

C. Procedure for New Equipment

1. All new power saws, shapers, planers, grinders and other similar power equipment installed on District property must be reviewed by the Facilities Services Division's Maintenance and Operations Branch or the Office of Environmental Health and Safety (OEHS) staff prior to purchase and initial operation to assure the equipment is installed according to District requirements and adequate machine guarding is provided.

II. SAFETY EVALUATIONS AND TRAINING

- A. Training, by persons knowledgeable of applicable standards and capable of identifying existing and predictable hazards with said equipment, is required before permitting use of any power equipment. Generally, supervisors or manufacturer representatives may provide training. Training must be



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documented and include a review of potential safety hazards; a demonstration of how to use and install guards if applicable, and personal protective equipment required when using the equipment. Questions on the type, scope or need for training may be directed to OEHS.

- B. OEHS staff can conduct site-specific safety evaluations of existing equipment, machine guard assessments and safety/environmental review of new, modified or proposed equipment. In addition, OEHS staff can develop and conduct equipment safety training for staff and students.

**RELATED
RESOURCES:**

Additional general health and safety information is available at www.lausd-oehs.org and at Cal/OSHA's website at www.dir.ca.gov/dosh/dosh1.html.

ASSISTANCE:

For assistance or further information, please contact the Office of Environmental Health and Safety at (213) 241-3199.