



Machine Guarding Safety

What this Toolbox Talk Covers:

- ✓ The “Dos” and “Don’ts” for using machine guards on the job

Discussion Leader Duties:

- ✓ Obtain machinery parts (belts, cranks, flywheels, couplings, etc.) and appropriate guarding devices (tripwire cable, gates, two-hand controls) to use during the discussion to demonstrate key points

Discussion Notes:

- ✓ Discuss the outcomes of the “Do’s” and “Don’ts”

- Do**
- Know the potential health hazards of not using machine guards or using them incorrectly.
 - Undergo training to use machine guards correctly.
 - Know the machinery parts that pose hazards when unguarded or improperly guarded, including belts, chains, couplings, cranks, feed mechanisms, flywheels, gears and nip points.
 - Know the different types of machine guards (fixed, interlocked, adjustable and self-adjustable) and when to use them.
 - Be familiar with the types of devices used to safeguard machines.

- Don’t**
- Reach into a machine to remove debris or to loosen a jam.
 - Operate machinery without using lockout/tagout.
 - Allow unauthorized persons to maintain or use machines.
 - Operate equipment with missing or loose machine guards.
 - Rush or perform machine work and neglect to follow safety protocols regarding machine guards.

Discussion questions:

1. What are some of the health risks of failing to use machine guards?
2. What sort of machinery parts can pose hazards when unguarded?
3. Describe the different types of machine guards and how they are used.

Meeting note:

Employee comments/concerns: _____

Other safety issues to be addressed on the job/facility: _____

Training record:	Date: _____	Jobsite/Facility: _____	
	Trainer: _____	Title: _____	
Employee name (print)	/ (signature)	Employee name (print)	/ (signature)
_____	/	_____	/
_____	/	_____	/
_____	/	_____	/

(Continue recording signatures on a separate sheet of paper)

Employee Quiz is provided on last page. Answers are: 1 (d), 2. (c), 3. (e), 4. (b), 5. (a), 6. (b)



Machine Guarding Safety

Potentially hazardous machine parts:

- Auxiliary parts
- Belts
- Chains
- Couplings
- Cranks
- Feed mechanisms
- Flywheels
- Gears
- Nip points

Smart Safety Rules

- **Prevent contact with potential hazards**
- **Secure safeguards before use**
- **Create no new hazards**
- **Create no new interferences**
- **Ensure safe lubrication**
- **Protect safeguard from falling objects**



Employee Quiz

Topic:

Machine Guarding

Employee Name: _____

Circle the correct answer below.

1. Which of these is a type of machine guard?
 - a. Fixed
 - b. Interlocked
 - c. Adjusting
 - d. All of the above
2. When is it appropriate to use loose machine guards?
 - a. When no others are available
 - b. When they look okay
 - c. Never
 - d. Always
3. Which of these could cause a potential hazard if not guarded correctly?
 - a. Chains
 - b. Couplings
 - c. Cranks
 - d. Gears
 - e. All of the above
4. True or false? It is sometimes okay to reach inside a machine to remove debris.
 - a. True
 - b. False
5. When is it appropriate to allow an unauthorized person to operate a machine?
 - a. Never
 - b. If you know and trust the person
 - c. If there is a time constraint
 - d. If they are to be authorized soon
6. Which of these is a common cause of machine accidents?
 - a. Falling asleep on the job
 - b. Not using lockout/tagout
 - c. Multitasking while operating machinery
 - d. None of the above

Training record: Date: _____ Jobsite/Facility: _____
Trainer: _____ Title: _____