

**LEWIS & CLARK COLLEGE
FACILITIES SERVICES
DEPARTMENT POLICY**

Subject: Rotating/Revolving Machinery Safety **Policy #:** _____

Division: Business & Finance **Department:** Facilities Services

Original Effective Date: April 29, 1997 **Date(s) Reviewed/Revised:** Jan. 19, 1999

Approved By: _____ **Approval Date:** _____

Purpose:

To ensure a safe work environment for those Physical Plant Services personnel whose job duties require the use of machinery and equipment where there is a human to machine interface which creates rotating/revolving parts injury exposure. To prevent injuries due to exposure to pinch or nip points of equipment and machinery such as, but not limited to, table saws, radial arm saws, grinders, lathes, planers, hydraulic jacks, powered pulley systems, brush polishers, internal combustion engines, powered hand tools, and electrical motors.

Policy Statement:

Physical Plant Services personnel shall be guided by the following rules so as to avoid having a body part being caught or struck by moving machinery or objects and materials being worked on, around, or near moving machinery.

Procedures:

Newly assigned personnel will not operate any machinery or equipment until first being properly instructed in its use by the department supervisor. The department supervisor may elect to delegate said instruction to a competent person within that department (such as leadperson, certified forklift operator, etc.).

Any employee operating any machine where there is a possibility of kick back or material sheering must wear eye protection (face shield, safety glasses, or goggles). Only eye protection approved by the Lewis & Clark College Occupational Health & Safety Officer may be used.

GENERAL TOOLS AND MACHINERY (INCLUDING GRINDERS)

All employees will ensure that machine guards are in place and properly positioned on all stationary machinery to protect them from contact with nip points, pinch points, and points of operation.

All stationary, fixed saws (such as radial arm saws) must be maintained so that the cutting head gently returns to the back on the table when released.

Replacement of saw blades, belts, grinding stones, or other tool parts will only be done when the machine is locked and tagged out. Lock out/tag out procedures must be followed. See the College Lock Out - Tag Out Policy.

Personnel with shoulder length or longer hair will wear it tied back in a pony tail or covered by a net or cap so that no hair remains hanging below the level of the collar whenever operating machinery with revolving or rotating parts, observing alignments, or using test devices pursuant to mechanical or electrical repair or testing of machinery with revolving or rotating parts. Additionally, personnel with facial hair extending below the upper edge of the collar with head held upright in the vertical plane will take one or more of the following protective measures:

1. Remove or trim the facial hair so that it does not extend beyond the upper edge of the collar.
2. Wear a beard cover of a design sufficient to hold the beard flush against the body.
3. Wear a complete head covering sufficient to isolate all body parts above the neck from potential points of contact.
4. Tie or bind the beard into a single strand and tuck into the shirtfront.

No personal jewelry will be worn on hands, wrists, arms, shoulders, or necks when operating machinery with revolving or rotating parts, observing alignments, or using test devices pursuant to mechanical or electrical repair of machinery with revolving or rotating parts.

Neck ties, ascots, or bow ties will not be worn by any operator of machinery with revolving or rotating parts, observing alignments, or using test devices pursuant to mechanical or electrical repair of machinery with revolving or rotating parts.

Long sleeve shirts worn by operators of machinery with revolving or rotating parts, persons observing alignments, or using test devices pursuant to mechanical or electrical repair of machinery with revolving or rotating parts will be worn with the sleeve cuffs securely and tightly fastened.

Operators of lathes will ensure that all chucks are securely clapped onto the pieces to be worked, that cutting tools are securely attached, and that keys are removed from the slots in the chucks.

GRINDER-SPECIFIC PROCEDURES

All grinders will be inspected prior to each use to ensure:

1. Tool rests are set no more than 1/8 inch from the stone face.
2. Tongue guards are set no more than 1/4 inch from the stone face.
3. Grinding stones are free of cracks, flaws, gouges, or other irregularities.
4. Drive belts are completely guarded.
5. Non-grinding surfaces of the stone are completely guarded.
6. In the case of pedestal grinders, the pedestal is securely fastened to the floor.

Replacement stones will be ring tested prior to being put on pedestal grinders. This entails lightly tapping the stone with a wood dowel and listening for a bell like ring which indicates the stone is sound. A dull thud indicates there is an internal flaw in the stone and it SHALL NOT be used.