ENVIRONMENTAL HEALTH & SAFETY

UNIVERSITY of WASHINGTON

MACHINE SAFEGUARDING GUIDE

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Introduction

The intent of the Machine Safeguarding Guide is to provide UW shop managers, personnel, and students responsible for the operation, maintenance, and repair of shop machinery/equipment with information on the common hazards and safeguarding controls required to mitigate the associated risks. The hazards and safeguarding information provided is not all inclusive of all types of machines but is provided to aid in the hazard and safety assessment process required to ensure the protection of personnel. Refer to <u>WAC</u> <u>296-806</u> for safeguarding requirements for specific machines.

Machine hazards

1. Mechanical hazards

- Power transmission parts these are moving parts of the power train that consist of belts, pulleys, chains, sprockets, gears, shafts, and couplings. Rotating motions can result in entanglement, crushing, amputations, and fractures.
- Point of Operation this is the hazardous area in a machine where a part is being formed or work is being done (cutting, shaping, shearing, punching, boring). Often it is called the feed point and is where the human interacts with the machine. Cutting, shearing, bending activities can result in entanglement, lacerations, fractures, and amputations. These actions can also result in flying debris, kickback of feed materials, and exposure to particulates.
- Other moving parts include all parts of the machine that move while the machine is working (reciprocating, rotating, transverse moving parts) and can include auxiliary parts of the machine.
- Ejected material this is any material ejected by the work process that could be hazardous.

2. Non-mechanical hazards

- Inhalation, ingestion, injection, or absorption through skin of hazardous agents: toxic or corrosive chemicals, harmful airborne particulates, gases, vapors, or fumes
- Heat, noise, and vibration
- Ionizing radiation (gamma, beta, alpha) (<u>UW Radiation Safety Manual</u> to the Radiation Safety manual for definitions)
- Non-ionizing radiation (UV, lasers, Radiofrequency (RF), magnets,)
- Biological contamination
- Ergonomic related musculoskeletal injuries
- 3. Other hazards



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- Slips, trips, and falls around machinery.
- Tipping or falling equipment due to lack of seismic restraint.
- Fire or explosion
- Struck by injuries related to flying debris, uncontrolled pressure release.
- Electrical shock
- Static Electricity

General principles in machine safeguarding

Elimination of the hazard (e.g., inherently safe design, purchasing the part instead of making the part) or substitution of hazards introduced by machinery (e.g., less hazardous materials, reduced force, or speed, etc.) is always the best option to reduce the risk if possible. When this is not possible, safeguarding will require several controls to reduce the risk of injury during the operation and maintenance of machinery.

Guards

Guards are the first choice of engineering controls when preventing the worker from contact with moving parts or flying debris, particulates, or hazardous liquids, gases, and fumes.

Guards can be:

- 1. **Fixed** Provides a barrier and is a permanent part of the machine. The guard is permanently in place and only removed or opened for tool changes and maintenance.
- 2. **Interlocked** A barrier, or section of a barrier, interfaced with the machine control system in such a manner to prevent inadvertent access to the hazard. When an interlocked guard is opened or removed the tripping mechanism and/or power automatically shuts off (electrical, mechanical, hydraulic, or pneumatic) and the machine cannot cycle until the guard is back in place. Replacing the guard should not automatically restart the machine.
- 3. **Adjustable** A guard or barrier that can be adjusted to meet a variety of work piece operations. This type of guard must be removed and adjusted by the operator which may increase the potential for the guard to not be put back into place and/or allow the operator's hand to enter the danger zone.
- 4. **Self-adjustable** A guard or barrier that adjusts automatically to the size of the work piece and therefore the guard is always in place. The guard is in place when the machine is at rest.

Guards must be designed to meet the following performance criteria:

• Prevent access to the hazardous area from all directions



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- Not create additional pinch points or other hazards
- Safely contain broken parts
- Allow for safe lubrication and minor adjustments without guard removal; if not, the machine must be locked and tagged out in accordance with the <u>UW</u> <u>Hazardous Energy Control Program (LOTO)</u>.
- Offer good visibility to feed points (points of operation)
- Durable to operational and environmental conditions
- Are secured and cannot be easily defeated or modified

Barriers or perimeter fences

Where exposure to hazardous machinery can be protected by a fixed barrier or perimeter fences, it is **recommended** to design the barrier to be six feet tall. For specific regulatory requirements refer to <u>WAC296-806-20056 Fixed Barrier Safe Distances</u>.

Shields

Shields can be used as an additional safeguard to protect personnel from exposure to ejected parts, flying debris, particulates, coolant, hydraulic fluids, oil, and other hazards (noise, radiation, etc.). The use of shields does not replace the requirement for guards. Pieces of personal protective equipment, such as face shields, are not included in this definition.

Shields or equivalent guards are required when working with metal lathes to protect personnel from flying chips and coolant. Shields or hoods are required to cover all cutting heads on all woodworking turning lathes whether or not the heads rotate.

Safeguarding devices

An engineering device that prevents or detects exposure to the hazard(s) prior to entering the hazard zone. These controls can be used in lieu of guards or can be supplemental controls when machine guards do not fully enclose or protect the worker from the hazard. To ensure effective safeguarding, these controls must be installed at a safe distance from the machine hazard zone.

- 1. **Pressure sensing devices**: Interlock with the machine's control system to stop the operation when the sensing field is disturbed. A pressure sensing mat relies on a predetermined weight to trigger the interlock. The reliability and redundancy of these devices must be based on a risk assessment.
- 2. **Pullback/Restraint Devices**: Wrists are connected by cords and secured to a fixed anchor point which restricts the operator's hands from entering the point of operation by pulling back the operator's hands from the point of operation during cycling or as restraints preventing the operator from entering the hazard zone at any time. These devices are typically used for power presses.



- 3. **Two-handed controls**: The operator is required to use both hands on the controls located a safe distance away from the machine.
- 4. **Foot controls**: Foot-operated pedals that are not securely fixed to a location at a safe distance are not to be considered a safeguarding measure because it does not prevent an operator from moving their hands close to the point of operation. Foot controls must be guarded to prevent accidental activation. Foot controls shall remove all power from the machine when the pedal is released.

Emergency stops

Emergency stops (E-stops) are not considered safeguarding devices because they do not prevent or detect the hazard. Emergency stop devices are required in accordance with <u>WAC</u> <u>296-806</u> (e.g., compactors, conveyors, power roll benders, etc.) or when a risk assessment identifies the need for this additional safeguard.

Types of emergencies stop devices:

- 1. **E-stop:** Should be palm or mushroom type buttons that can be depressed by the palm or hand in one action. The push buttons should be unobstructed and easily accessible.
- 2. **Trip wire:** Shall consist of rope or cable that has tension and is located around the machine and when pulled/pushed it stops the machine. The trip wire must be reset before restarting the machine.
- 3. **Foot operated pedals** (not used at a safe distance): Once the pedal is released, all power to the machine is removed.

Emergency stop devices must meet the following general conditions:

- Are red in color; emergency stop buttons must be red or yellow background to meet NFPA 79.
- Are easily reached from the operator's normal work position
- Are kept in a good working condition
- Must be manually reset before a machine can be restarted

Awareness warnings, signals, and safety markings

- 1. **Awareness barrier** does not provide physical separation but provides a warning to the person that they are approaching a hazard zone. The awareness barrier can be adjusted to allow for entry of personnel or work materials but prevents personnel from entering an area without awareness. The awareness barrier offers a visual boundary indicating the hazard zone.
- 2. **Warning lights and audibles alarms** can be visual and/or audible and provide a warning when approaching a potential hazard or hazard zone. Contact EH&S for determining specifics on designing and installing warning lights/audible alarms to ensure compliance with local regulations, codes, and standards.



3. **Floor markings** may be used to delineate the areas for walking and can also provide awareness for the areas approaching machine hazard zones. Guidance for floor marking can be found in ANSI B11.19 American National Standard for Machinery Safety and UW EH&S <u>Access to Shops Focus Sheet</u>.

Miscellaneous

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Safeguarding by distancing

Employees are kept far enough from a hazard that they will not contact or be injured by the hazard. Personnel must be protected from:

- 1. Falling objects overhead
- 2. Vertical clearance seven feet from stairways, fixed ladders, platforms, walking and working surfaces.
- 3. Horizontal distance the safe distance between the machine hazard and the height of a barricade can be calculated using the <u>table</u> below, as long as the height of the hazard is known.

Height of the								
Hazard (A)				Height of th	e Barricade	e (C)		
	96	86	78	71	63	55	48	40
96	0	4	4	4	4	4	4	4
86		10	14	16	20	20	24	24
78			14	20	24	28	36	43
71				24	36	36	40	43
63				20	36	36	40	51
55				4	32	36	40	51
48					20	36	40	55
40					12	36	40	55
32						24	36	51
24							20	48
16							12	48
8							8	43

Table 1: Safe Distances for Fixed Barricades (B)

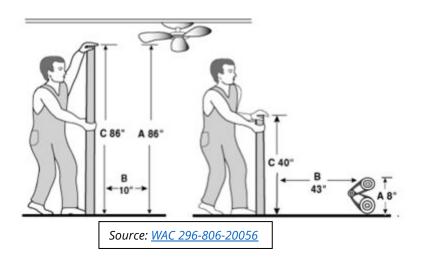
Note: The height and distance requirements of Table 1 are designed to safeguard workers from a fixed hazard. If a hazard involves flying chips, fluids, parts or materials, the barrier height, distance, and construction may need to be adjusted to provide adequate protection.

How to measure variables A, B, and C

Examples (refer to the diagram below):

- If the height of the hazard (A) is 86 inches, and the horizontal distance from the hazard to the barricade (B) is 10 inches, the required height of the barricade (C) is 86 inches.
- If the height of the hazard (A) is 8 inches, and the height of the barricade (C) is 40 inches, then the required horizontal distance from the hazard to the barricade (B) is 43 inches.





Hand tools

Hand tools used as a risk reduction measure must be long enough to keep the operator's hands from the hazard zone. The tools must be of sufficient strength so as to not shatter or collapse if in contact with the machine or components.

Feeding tongs or pliers – use ergonomically designed hand tools to limit stress to hands, wrist, and arms during use.

Push block - A nonmetallic device with one or more handles. A push block also has a flat bottom surface with either a heel or friction material on it, used as a hold-down and feed device. The purpose of this is to provide a safe distance between the hands and the cutting tool.

Push stick - A nonmetallic stick shaped device designed to provide a safe distance between the hands and the cutting tool. It has, as part of its design, a notched end with a heel and toe to hold down and feed the work piece past the cutting tool.



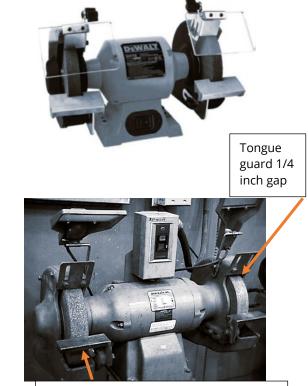
Hazards and safeguards for commonly used equipment and machines

For all tool use, safety glasses or goggles must be worn. No loose clothing, jewelry, or hair.

In addition to the safeguards listed below, use a seismic restraint for bench and floor models; local lighting recommended; low voltage (< 24 volts), electrically grounded, and anti-start mechanism to prevent automatic restart operation following power outage.

Abrasive wheel grinder/sander

Hazards	Safeguards	
The grinder can rotate at several thousand revolutions per minute and can cause serious injury (entanglement, fractures, crushing) from an unguarded wheel, flange, and spindle. A naturally occurring nip point created by tool rest can result in lacerations, fractures, amputations. Abrasive wheel shattering Additional concerns of flying fragments, sparks, air contaminants, etc. Cutting, polishing and wire buffing wheels can result in the same hazards. High noise	 UW Grinder/Buffer SOP Template Adjustable tongue guard ¼" max. from wheel. Adjustable work rest 1/8" max. from wheel or per Manufacturer's recommendation (e.g., 1/16"). Spindle guards Bench grinder needs to be secured to the work surface. The required guarding for a wire brush attachment is a tongue guard. (A tool rest is not recommended in this situation). Optional shields can be attached to prevent exposure to flying debris, particulates, and sparks. Dust collection systems can be installed to reduce dust accumulation. Do not wear gloves when operating. Ear protection 	



Work rest - 1/8 inch from wheel or closer



Belt and disc sanders

Belt and disc sanders utilize an abrasive material to remove material from theUW Grinding/Sanding Buffing SOP • All guards must be in place to prevent access to
 All guards must be in place to prevent access to belts and pulleys. Worktable or work rest must be secured and within 1/16 inch from disc or belt. Worktable or work rest must be secured and within 1/16 inch from disc or belt. Only use materials designated for the particular machine. Do not wear gloves to avoid entanglement. Hearing protection Provide dust collection when sanding materials that generate larges amount of dust and particulates. High noise



Figure 1: <u>Disc and Belt Sander</u>





Circular saws (various types)

fingers or hands can occur if they comeswingin contact with the saw blade. If theguardrotating blade is not properly guarded,saw.	table cut-off saws (miter, chop, and overhead saws) must be provided with fixed hood s that enclose the arbor and top half of the
when the saw is idling.adjustOverhead swing saws can poseadjustadditional hazards if the return devicecut arfails, if the saw bounces forward from abladeretracted position, or if the saw blade isMostable to go past the edge of the table,designpossibly contacting the operator's body.If a guHigh noiseIf a guopsitiAlthouhazarcan bucan budepththan fDo not	guards supplied by manufacturers are ned to move out of the way as the blade nears



Figure 2: Radial saw CSE2 G15







Drill press

An electrically powered belt-driven machine that consists of multiple cutting edge drill bits held in a rotating chuck to drill or bore holes in wood, metal or plastic; drill presses can sit on the benchtop or the floor.

Hazards	Safeguards
Hazards include contact with rotating parts (chuck, drill bit, belts, and pulleys) that can cause entanglement injuries and lacerations. Inadequately secured stock material and chuck key, if left in the chuck can strike operators and other personnel.	UW Drill Press SOP Template Install guards around rotating chuck and drill. Belts and pulleys must be guarded at all times. Ensure stock material is fastened to the table during operation. Remove chuck key from chuck and keep in a secure location. E-stop Ensure bench and floor mounted drill press is seismically restrained. The floor models require a seismic restraint design that meets the building code requirements.



Figure 3: Drill Press Gould Hall



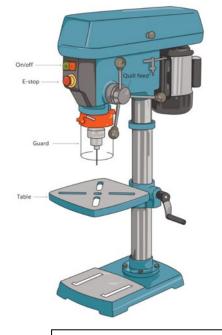


Figure 5: Drill Press Photo credit: © WorkSafeBC

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Ironworkers

Versatile metal fabricating machines that can perform punching, shearing, notch-cropping, and bending operations

Hazards	Safeguards
Hydraulically powered machine that	UW Ironworker SOP Template
operates at high pressure (max.	Guards at all points of operation with fixed or
pressures 2350 psi).	adjustable guard. Guards are to be adjusted to 1/4
Hazards	inch from the tip of the material to the bottom of
Point of operations - crushing and	the guard.
shearing points	Hold down devices adjusted and secured.
Improper alignment of punch can result	Properly align the punch and dies.
in injury from flying or moving parts.	Cover foot pedals to prevent accidental cycling.
Heavy pieces of metal with sharp edges.	E-stop
Faling tools	Electrical disconnect that can accept OSHA
Noise from motors/pumps	approved lockout device/tag.
	Hearing protection





Laser cutter

Hazards	Safeguards
Laser beam can result in eye injuries or	UW Laser Cutter SOP Template
burns to skin.	Class I laser and enclosure cover interlocked with
Fire and contact with hot materials	operation of the laser. This will prevent operators
during cutting and engraving operations.	from exposure to laser, cutting head and LGACs
Exposure to laser generated airborne	during laser operation.
contaminants (LGAC)	E-stop, accessible single action hand switch, or foot-
Moving cutting head	operated switch
Contact with sharp objects	Connect to manufacturer's recommended filtration
	system of local exhaust connection.
	Fire extinguisher in the event materials catch fire.
	Gloves to protect from contact with hot surfaces
	and sharp edges.





Figure 6: <u>Filtration system</u>



Lathe – metal

Hazards	Safeguards
Fast rotating parts: spindle, tail piece,	UW Lathe SOP
and turning work piece, can cause	Guard Chuck and Workpiece /point of operation
contact and entanglement hazards.	Tool rest
Pinch points can be created by moving	Secure the work piece in the lathe.
parts and tool rest and result in bruising,	Ensure all E-stops are accessible with single action
crushing or amputations.	hand switch, foot operated pedal.
Cutting tools, drill bits, metal edges can	Face shield
result in cuts, lacerations, and	Do not wear gloves
amputations.	Wait until materials cool or use tools to pick up hot
Fly objects, wood chips, wood pieces or	items
tools can be released during operation	
or thrown if not secured.	
Burns can result from contact with hot	
work piece or cutting tools	





Figure 7: <u>Lathe Safety Guard</u>



Figure 8: <u>chuck guard</u>



Lathe – wood

Hazards	Safeguards
Fast rotating parts: spindle, tail piece, and turning work piece, can cause contact and entanglement hazards. Pinch points can be created by moving parts and tool rest and result in bruising, crushing or amputations. Cutting tools, drill bits, metal edges can result in cuts, lacerations, and amputations. Fly objects, wood chips, wood pieces or tools can be released during operation or thrown if not secured. Burns can result from contact with hot work piece or cutting tools	Chuck and work piece point of operation guard/shield Tool rest should be close to work piece. Secure the work piece in the lathe. Ensure all E-stop, accessible single action hand switch, or foot switch. Anti-restart Chuck key is in secure storage location when not in use. Face shield if point of operation if guard/shield not possible Dust collection system Do not wear gloves Hearing protection







Figure 9: Lathe Safety Guard

Figure 10: <u>chuck guard</u>



Metal shears

Hazards	Safeguards
Metal shears can be manual or powered	UW metal Shear SOP Template
by electrical, hydraulic, or pneumatic	A fixed or adjustable point of operation guard at the in-feed of the shearing machine to prevent
energy sources. Metal shears are used to	operator contact with the shear's point of operation as well as the pinch point of the hold-down.
make straight cuts in flat sheet metal	Hold-down devices that prevent the work piece from kicking up and striking the operator.
stock.	Foot-operated pedal with emergency stop function.
Hazards include:	If two-handed controls are installed, arrange two-hand trips and controls so that the operator
Amputation – caused by shear blade.	must use both hands to initiate the shear cycle. Two-hand trips and controls should be designed
Flying objects - caused by metal cutting	so they cannot be defeated easily. The ANSI B11.4 Safety Requirements for Construction, Care,
action or work pieces being flung across	and Use of Shears standard recommends the installation of additional safeguarding when two-
the room.	hand controls are used on part-revolution shears, based on the nature of the shearing operation.
Cuts and lacerations – caused by contact	Mount guarded foot pedal controls at a safe distance away from the point of operation to
with sharp edges and potential burrs on	prevent accidental activation.
the metal.	The following recommendations apply to safeguarding for operations performed at the rear of
Pinch points that result in bruising or	the shear:
crushing – caused by hold down clamps	Install fixed guards on the back side of shears.
between the work piece and the	Install an awareness barrier guard with an interlocking gate, a presence-sensing device (light
machine.	curtain), or a safety trip control (safety tripwire cable or safety tripod) on the back the shear.



Figure 11: Manual shear



Figure 12: Powered shear





Milling machine

Hazards	Safeguards
Milling and CNC machines cut away material using rotating blades, which can throw or eject dust and chips at high speed. Flying chips present an eye injury	<u>CNC Milling Machine Focus Sheet</u> Mills have guards to prevent exposure to cutting heads (spindle and workpiece), flying debris or tools; some are completely enclosed when running. Door enclosure interlock for CNC milling machines.
hazard. Fine dust can be a respiratory hazard. Heat from friction causing skin burns Sharp edges of workpieces Mills can also be very loud, which can impact hearing as well as drown out voices and alarms.	Secure workpiece and tooling parts Wear gloves to prevent exposure to burn hazards or sharp edges. Do not wear gloves when spindle is operating. E-stop Hearing protection
Rotating machinery presents a serious hazard due to entanglement and crush hazards resulting in lacerations, amputations, and fractures.	





Figure 14: CNC Milling Machine



Figure 13: Machine guard for vertical milling machine



Roller/Bending machine – sheet metal.

Hazards	Safeguards
Manual metal roll machines are	UW Metal Roller SOP Template
designed to form rounded sections from	Metal guards may be impracticable when rolling
flat pieces of metal. At the point of	metal between the rollers.
operation are nip-points between the	To protect the worker from entanglement injuries a
moving set of rollers. Entanglement can	foot-operated pedal is placed away from the point
occur if caught between the nip points.	of operation so that the operator does not get too
Cuts, lacerations, and punctures can	close to the rollers.
result due to contact sharp edges,	Use work holding devices such as tongs to hold
corners, and burrs. This can occur when	smaller pieces.
feeding the piece of metal and collecting	An emergency trip wire is placed around (front and
the formed metal piece on the back end of the machine.	back) the machine in front of the rollers and acts as
of the machine.	an emergency stop. Access to the trip wire must be
Power metal rollers can cause severe	readily accessible and the machine must be
injuries (crushing, amputation,	manually reset if safety trip wire is activated.
lacerations) if caught in moving parts.	Gloves should not be worn unless they are
Metal rolling/bending operations can be	fingerless.
noisy.	Hearing protection may be required to address
	high noise hazards.



Figure 15: Power sheet metal roller/bending machine



Figure 16: Manual sheet metal roller/bending machine

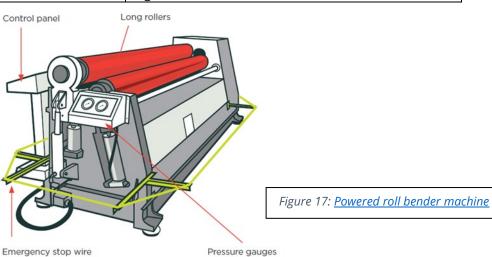




Table saw

Hazards	Safeguards
Many serious injuries (severe cuts/amputations) are the result of using the table saw without the point-of- operation guarding. These injuries are often a direct result of operating an unguarded machine in combination with other hazardous practices, such as placing hands very close to the blade to guide stock (e.g., not using a push stick to guide stock through a cut), not firmly holding the stock causing the hands to slip off, diverting attention away from the cut (e.g., focusing on something other than the cutting operation), or removing small scraps (tailings) or finished pieces of stock from around the blade while the blade is moving. Exposure to the blade underneath the table and kickback from the stock being caught and thrown back at the operator are other hazards. Wood dust and particulates High noise	 UW Table Saw SOP Template There are three guards needed on a table saw: a self-adjusting guard over the blade; an anti-kickback guard; and a guard or cover below the table to protect exposure to moving parts. The top of the teeth of the table saw blade shall not extend 1/4 inch above the material being cut. A push stick/block must be used when the stock being cut is small. Dust collection system Hearing protection Do not wear gloves due to entanglement hazard.



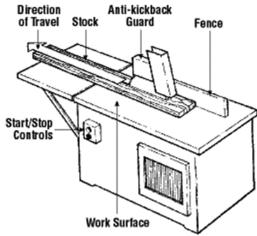


Figure 19: <u>Table saw</u> with self-adjusting blade and anti-kick guard, and fence



Vertical band saw





Figure 20: Vertical Band Saw <u>OSHA</u>



Visit the <u>Shop and Maker Space Safety page</u> on the EH&S website or contact ehsshop@uw.edu for more information.