**Objective: Prevent hazards involving machinery.**

**Trainer’s Note**

Machinery is very helpful but potentially dangerous. For this module:

 • Review the safety guidelines below on reducing hazards and preventing accidents.

 • Have experienced workers assist in this session, using machinery in your own workplace:

 ♦ Demonstrate the proper steps for checking a piece of machinery before operating it.

 ♦ Demonstrate maintenance procedures.

 ♦ Operate equipment to show the hazard areas.

 • Review the important points.

 • Have workers take the True/False quiz to check their learning.

**Background**

There are thousands of machine-related injuries each year. Proper training can prevent these injuries. Workers should know how to operate a piece of machinery and inspect for problem areas before turning on the power. Keeping air hoses and extension cords out of the way reduces tripping hazards.

**Check Before Operating**

* Have you reviewed the owner's manual? It will provide operating, repairing, lubricating, and fuel information.
* Are the Warning decals in place?
* Are the machine guards properly placed and in good condition?
* Are electrical lines damage free?
* Are air and hydraulic lines in good condition and not leaking?
* Is the setup a proper setup?
* Is the area around the machines orderly?
* Is the equipment jack in working order?

**Personal Protection**

* Wear Personal Protection Equipment, such as goggles, safety shoes, and leather gloves. For more information, see all the Tailgate Safety Training modules on personal protection.
* Long hair should be tied back or tucked under to avoid getting caught in machinery.
* Avoid wearing jewelry.

**Machine Maintenance Safety Checklist**

* Keep machines repaired, lubricated, and adjusted.
* Clean up excess lubricants.
* Clearly mark control switches and valves that control machines.
* Check machines for emergency stop switches; they should be located on or near the machine so the machine can be turned off quickly if a malfunction occurs.

**During Operation**

* Turn power off and remove the key before working around or performing maintenance on the machine.
* Use appropriate lockout and tagout procedures to prevent equipment from being re-energized while work is being performed on or around it. For more details, see the Tailgate Safety Training module *Lockout and Tagout.*
* Stay away from moving parts.

**Review These Important Points**

* Always wear PPE on the job.
* Avoid wearing jewelry, hair styles, or loose clothing that might get caught on machinery.
* Keep work space clutter free.
* Know how to use the machine safely before operating.

**Verbal Quiz**

1. Before using a piece of machinery, know how to operate it safely. **T F**

2. Avoid wearing jewelry when working with machines. **T F**

3. Wear tennis shoes when working on heavy machinery. **T F**

4. Knowing the location of the emergency stop switches could save a life. **T F**

5. Keep machines well maintained to guard against hazards. **T F**

|  |
| --- |
| Answer Key |
| 1 | T |
| 2 | T |
| 3 | F |
| 4 | T |
| 5 | T |