

Safety Alert – Keep the guards on

OSW 2021

A range of safety features can be incorporated on machines to safeguard operators. All workshop machinery requires regular inspection and attention to ensure safety controls are in place and maintained in good condition.

Guarding is an important safety control designed to prevent contact with moving parts or cutting tools.

- If the guarding of a machine is removed for the purposes of maintenance or cleaning, it **must be replaced** before the machine is put back into normal operation.
- **It is essential that guarding is always in place and never removed when machinery is in operation**
 - Guarding **remains essential** even if experienced staff or students are using the machine
 - Guarding **must not be removed** even if the operator believes the guarding is 'in the way' for a particular task



What should schools do?

- Ensure the right equipment / machine is being used for the task
- Be vigilant with identifying hazards and actioning these for the tasks being undertaken
- Check equipment / machines before each use:
 - Ensure equipment / machines have functioning guarding and safety devices (e.g. eStops) in-place
 - Equipment / machines are not to be used if guards are broken, unsecured or missing
- Operate the equipment/machines in accordance with the manufacturer's instructions and use this information to review and develop safety related documents including:
 - Standard operating procedures (SOP)
 - Plant and Equipment Risk Assessment (PERA)
 - Equipment and maintenance records (EMR)
- Provide and keep records of appropriate induction and training for students and staff prior to use.
- Ensure all staff and students using machines are aware of how to immediately report any identified maintenance or safety issue
- Ensure there is a process in place to identify items for maintenance, repair or damaged guards – e.g. effective lock-out / tag-out process or removed from use.

More information

- [Key messages for principals – Managing Industrial Technology and Design](#)
- [Department of Education Safety alerts](#)
- [Equipment and Machinery Resources](#) - SOP, PERA, EMR
- [Managing risks of plant in the workplace – Code of Practice 2021](#)