

Securing machines in workshops

Background

Schools are often managing many items of machinery and equipment located in workshop areas. These items include portable equipment and fixed/static use machines. Due to movement and vibration during use, fasteners used to secure and stabilise equipment and guards can work loose.

If not secured appropriately, fixed/static use machines can move during use exposing the operator to the risk of injury through hazards such as pinch-points, entanglement or contact with moving parts.



What are the identified issues?

- Securing and checking equipment and machines before use
- Providing appropriate induction and training for students and staff prior to use
- Ensuring machines are in good working order through ongoing processes to maintain and record these activities.

What are schools to do?

- Review all equipment and machines in your workshops and other locations e.g. schools officer's sheds and agricultural workspaces.
 - Ensure that all items that are fixed/static use are effectively secured and stable.
- Implement a local process to ensure all equipment and machines are regularly checked to confirm that items are maintained in safe working order.
 - e.g. workshop machinery must be regularly inspected by staff to ensure the all guards and safety features (eg. eStops) are in-place and functioning correctly.
- Ensure that records are maintained that document the process and results of checks conducted on machinery - eg. equipment maintenance records (EMRs)
- Ensure all staff and students using machines are aware of requirements to immediately report any identified maintenance or safety issue.
- Ensure all staff know what to do if equipment needs to be taken out of service for maintenance or repair – e.g. effective lock-out / tag-out process and removed from use.

Other resources

- [Workspace check-up](#)
- [Workspace assessment tool](#)