



COUNTY OF NORTHERN LIGHTS

POLICY

MACHINE GUARDING

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

PURPOSE

The purpose of this program is to provide direction to managers, supervisors, and employees about their responsibilities in the operations and management machine guarding.

SCOPE

This program applies to all company operations.

KEY RESPONSIBILITIES

Safety Manager

- The designated Safety Manager is responsible for developing and maintaining the program

Managers and Supervisors

- Responsible for the implementation and maintenance of the program for their site and ensuring all assets are made available for compliance with the plan and appropriate repairs are conducted promptly.

Employees

- All shall be familiar with this program.
- Immediately report any guards that are missing, need repair or maintenance or present any type of concern to the worker.
- Follow all requirements, report unsafe conditions, and follow all posted requirements.

GUARDING REQUIREMENTS

- A hazard assessment must be completed by management where there is a potential to encounter moving parts of machinery, points of machinery at which material is cut/shaped/bored, surfaces with temperatures that may cause skin to freeze/burn/blister, energized cables, debris, material or objects thrown from equipment, material being fed into or removed from process equipment or machinery or equipment that may be hazardous.
- All moving parts must be guarded if they are hazardous to employees. Management must provide safeguards if a worker may accidentally, or through the work process, come into contact with moving parts of machinery or equipment, points of machinery or equipment at which material is cut, shaped, or bored surfaces with temperatures that may cause skin to freeze, burn, or blister, energized electrical cables debris, material, or objects thrown from machinery or equipment material being fed into or removed from process machinery or equipment machinery or equipment that may be hazardous due to its operation or any other hazard.
- Where an employee may come into contact with moving drive or idler belts, rollers, gears, drive shafts, keyways, pulleys, sprockets, chains, ropes, spindles, drums, counterweights, flywheels, couplings, pinch points, cutting edges or other moving parts on a machine that may be hazardous to the employee, the company shall provide adequate safeguards to prevent such contact.
- Rotating parts, such as friction drives, shafts, couplings and collars, set screws and bolts, keys and keyways, and projecting shaft ends, exposed to contact by workers must be guarded. Machines or equipment having exposed moving parts that constitute a hazard to workers shall be equipped with guards which shall provide protection against contact with moving parts, or prevent access to the danger zone during operations. Management shall provide an effective safeguard where a worker may contact:
 - a dangerous moving part of a machine;
 - a pinch point, cutting edge, or point of a machine at which material is cut, shaped, bored, or formed;
 - an open flame;



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- a steam pipe or other surface with a temperature that exceeds or may exceed 80° Celsius; or
 - a cooled surface that is or may be less than minus 80° Celsius.
- The application, design, construction, maintenance and use of safeguards, including an opening in a guard and the reach distance to a hazardous part, must meet the requirements of CSA Standard Z432-94, Safeguarding of Machinery.
- Where there is a possibility of machine failure and of injury to a worker resulting from the failure, management shall install safeguards that are strong enough to withstand the impact of debris from the machine failure and to contain any debris resulting from the failure.
- Employees must not wear loose fitting clothing and/or jewellery if they could come into contact with moving parts. Where an employee or the employee's clothing may come into contact with moving parts of a machine or a moving machine, the employee shall wear close fitting clothing, confine or cut head and facial hair and not wear jewellery, rings, dangling neckwear or similar items.
- Any tampering with safeguards is prohibited. A person must not remove a safeguard from a machine that is operating if the safeguard is not designed to be removed when the machine is operating. A person must not remove a safeguard or make it ineffective unless removing it or making it ineffective is necessary to perform maintenance, tests, repairs, adjustments, or other tasks on equipment. If a worker removes a safeguard or makes it ineffective, the worker must ensure that alternative protective measures are in place until the safeguard is replaced the safeguard is replaced immediately after the task is completed and the safeguard functions properly once replaced.
- If a safeguard for machinery is removed or made ineffective and the machinery cannot be directly controlled by a worker, the worker who removes the safeguard or makes it ineffective must lock out or lock out and tag the machinery or render it inoperative.
- If a worker may be endangered by moving machine parts when a machine is started and the operator of the machine does not have a clear view from the operating position of all parts of the machine and of the surrounding area in which there is a potential danger then management shall install:
 - an audible alarm system that provides a warning of sufficient volume and for a sufficient period before start-up of the machine to give workers timely notice of the imminent start-up; or
 - a distinctive and conspicuous visual warning system to alert workers of the imminent start-up of the machine.
- Under no circumstances may workers remove a safeguard from a machine that is operating if the safeguard is not designed to be removed when the machine is operating.
- A fixed guard must not be modified to be readily removable without the use of tools.
- Tampering with safeguards is prohibited. No person shall remove or render ineffective a safeguard for a machine unless the removal or rendering ineffective is necessary to enable the cleaning, maintenance, adjustment or repair of the machine. Where a person removes or renders ineffective a safeguard for a machine, the person shall ensure that the safeguard is replaced and is functioning properly before leaving the machine or that the machine is in a zero energy state.
- All safeguards required must remain in place at all times and management shall place adequate, appropriate, and clearly visible warning signs at each point of access to a machine that starts automatically.
- Guards are required on all types of grinding machines including portable, bench, and pedestal and swing-type grinders.
- Management shall place adequate, appropriate, and clearly visible warning signs at each point of access to a machine that starts automatically.

COMMUNICATION

As per the company's Safety Management System Manual, and corporate communication policy, all applicable policies and procedures are reviewed with all new employees prior to engaging in any work activities (during orientation) and annually with seasonal/returning employees (refresher training).



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Chief Elected Official

A handwritten signature in blue ink, appearing to be "M. ...", written over a horizontal line.

Chief Administrative Officer