



**Saskatchewan
Health Authority**

Policy

Saskatoon & Area – Occupational Health & Safety

Number: 53-019

Title: Physical Hazard: Machine safety including power tools

Saskatchewan Employment Act:

OHS Regulation: 10-1 to 10-19

Date: January 1, 2017

Date Revised/Reaffirmed: December 30, 2021

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Purpose

- To ensure that all machines and power tools in the workplace are safe for use by workers
- To ensure all workers who operate machinery and power tools are trained in the safe use and operation

Roles and Responsibilities

Employer must ensure:

- Machines and power tools are operated only by a competent worker
- Workers are trained in the safe use of the machines and are informed of any risk associated with the use
- Where workers may come in contact with moving parts of the machine, workers are to wear close fitting clothing, confine their head and facial hair and does not wear dangling neckwear, jewelry, rings etc.
- That a machine when not in use is immobilized and secured against accidental movement or enclosed by a safeguard to prevent access by another worker
- Machines have effective safeguards that are in place at all times that protect a worker from the following: dangerous moving parts of a machine, a pinch point, an open flame, steam pipe or other surface where the surface may exceed 80 degrees Celsius, or a cooled surface that is or less than minus 80 degrees Celsius
- That a machine is not operated without the effective safeguards noted above
- Machines have effective safeguards that block and contain any debris in the event of a machine failure
- Where an operator of a machine does not have a clear view of all parts of the machine or the surrounding area where there is potential danger, the machine must have an audible alarm system or a visual warning system to give workers notice of the imminent start-up of the machine
- A written lock out procedure for a machine, other than a power tool, must be in place where a worker undertakes the maintenance, repair, test or adjustments of a machine. The lock out procedure must ensure that the energy source has been isolated from the power tool, any residual energy has been dissipated and the energy source remains isolated during the activity.
- The written lock out procedure is provided to each worker who is required to work on the machine
- Written safe work practices and procedures for machines that require cleaning, lubrication or adjustments while in motion or under power are developed and implemented for and are carried out in a safe manner. All workers required to perform this work are trained in the safe work procedures. These written safe work procedures must be readily available for reference by the workers.

- Grinding machine abrasive wheels are equipped with blotters according to manufacturer's recommendations, a safeguard and not operated at speed in excess of manufacturer's recommendations, the maximum speed is permanently marked on the grinder and the mounting flanges for an abrasive wheel have an equal and correct diameter for the wheel. Where a tool rest is installed the tool rest is installed that is compatible with the work proves, is securely attached and set no more than 3 mm from the face of the wheels or below the center horizontal line of the wheel . The sides of the wheel cannot be used unless the wheel is designed for that use.
- Where a worker operates a grinder the appropriate PPE is provided and includes an industrial eye or face protector, hand or arm protection and the worker in the hazards and safe use of the grinder
- Chain saws are equipped with an effective chain brake or a chain and bar that is designed to minimize the possibility of kick back and then saw is designed so that the chain stops when the engine is at idle
- Circular saws , band saws are regularly inspected and blades are replaced or repaired by a competent person
- Push sticks or push blocks are provided and used by a worker when a these are used to feed wood or other material into any machine that is used for cutting or shaping wood or another material

Manager/Supervisor must ensure:

- That roles and responsibilities of all workers are being met, as well as applicable legislation and/or standards
- Safe work procedures are written and followed
- All workers required to operate and maintain power tools are trained regularly in safe work procedures specific to the power tools assigned and the training is documented
- That no machine shall be started until the operator is certain neither themselves or any other worker will be endangered
- All PPE required for the use, maintenance and repair of power machinery and tools is provided for workers
- All workers use the required PPE

Worker must ensure:

- They are trained in and follow the safe work procedures
- They are trained in and use any PPE required (selection, use, care and handling)
- They report to their manager/supervisor and the Safety Alert System/Incident Report Line for any incidents or near misses involving power tools
- They inform their manager/supervisor if the power tool is in poor repair upon inspection prior to the use
- That they never use any machine or power tool that they have not been trained on

Orientation & Training

- Workers must be orientated and trained in the safe work procedures and demonstrate competence in the use of any Power tools they are assigned to operate

Materials

- Appropriate PPE when required
- Owner manuals for all machines or power tools

Non-Compliance/Breach:

Non-compliance with this policy will result in a review of the incident. A review for non-compliance may result in disciplinary action, up to and including termination of employment or privileges; fines and /or prosecution of individuals under the Saskatchewan Employment Act and OHS Regulations.

Review Dates:

January 1, 2017

May 31, 2018

December 30, 2021