

# Hazards and Safe Practices

**Objective:** To communicate common machine motion hazards and basic safe practices employees should always follow when working on or around machinery

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Machinery is a major source of injury. While employers are responsible to establish safeguards to protect employees, it is essential to follow safe practices to avoid injury.

## Motion Hazards

- **Pull-in hazards** can grab and pull loose material like clothing and hair. Causes include rotating parts or in-running nip points.
- **Caught-between hazards** can catch the operator between two moving parts or between a moving part and a fixed object. Causes include reciprocating or punching parts.
- **Cutting hazards** can be caused by sharp machine parts like table saw blades.

## Safe Practices

- Only operate machines that you are fully trained and authorized to use.
- Only use machines that are properly maintained and in safe working condition.
- Only use a machine the way it is designed to be used and according to all the manufacturer's safety requirements.
- Tie back loose hair and do not wear loose clothing or jewelry around machinery.
- Keep fingers, hand, arms, and clothing clear from all moving components.
- Assure that all safeguards are in place before operating equipment.
- Never remove, modify, or bypass guards.
- Before starting, assure people are clear of the moving parts, and warn them it is starting.
- Never reach into any hazard area or moving portion of a machine for any reason, including removing a blockage or for maintenance, without first implementing proper lockout/tagout.
- Always turn off machines when you have finished using them.

# Hazards and Safe Practices

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Trainer: \_\_\_\_\_ Trainer's Signature: \_\_\_\_\_

**Class Participants:**

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