

## Training Module: Preventing Machine Hazards

**Objective:** To reduce hazards and prevent accidents involving machinery.

**Trainer's Note:** Have experienced workers assist in the training for this session. Use a common piece of equipment to briefly review the proper steps for checking a piece of machinery before operating it. Demonstrate maintenance procedures and operate equipment to show the hazard areas.

### Background

There are about 9,000 machine related injuries in Ohio each year. Proper training can prevent these injuries. Know how to operate a piece of machinery and inspect for problem areas before turning on the power. Avoid tripping hazards by keeping air hoses and extension cords out of the way.

#### Check before operating:

- Have you reviewed the owner's manual? It will provide operating, repairing, lubricating and fuel information.
- Are the Warning decals in place?
- Are the machine guards properly placed and in good condition?
- Are electrical lines damage free?
- Are air and hydraulic lines in good condition and not leaking?
- Is the setup a proper setup?
- Is the area around the machines orderly?
- Is the equipment jack in working order?

#### Personal Protection:

- Wear PPE, such as goggles, safety shoes and leather gloves.
- Long hair should be tied back or tucked under to avoid getting caught in machinery.
- Avoid wearing jewelry.

#### Machine Maintenance Checklist for Safety:

- Keep machines repaired, lubricated and adjusted.
- Clean up excess lubricants.
- Clearly mark control switches and valves that control machines.
- Check machines for emergency stop switches; they should be located on or near the machine so the machine can be turned off quickly if a malfunction occurs.

#### During Operation:

- Turn power off and remove key before working around or performing maintenance on the machine.
- Stay away from moving parts.

## **Review The Following Points**

- Always wear PPE on the job.
- Avoid wearing jewelry, hair styles, or loose clothing that might get caught on machinery.
- Keep work space clutter free.
- Know how to use the machine safely before operating.

**True or False Answer Key**  
1. T, 2. T, 3. F, 4. T, 5. T

**True or False**

**Name** \_\_\_\_\_

- |   |   |   |
|---|---|---|
| 1. Before using a piece of machinery, know how to operate it safely.            | T | F |
| 2. Avoid wearing jewelry when working with machines on the farm or in the shop. | T | F |
| 3. Wear tennis shoes when working on heavy machinery.                           | T | F |
| 4. Knowing the location of the emergency stop switches could save a life.       | T | F |
| 5. Keep machines well maintained to guard against hazards.                      | T | F |