

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 32 – Machine Guarding

1. PURPOSE

This procedure defines requirements for machine guarding to control the risk of injury from plant, machines and associated equipment on company controlled sites.

2. MANDATORY REQUIREMENTS

1. All new and existing equipment/plant shall be protected to, as far as reasonably practicable prevent deliberate or accidental personal contact with moving parts, hot/cold surfaces or materials, flying objects (as a result of normal operation or failure) etc. Such equipment/plant shall be assessed as high, moderate or low risk.
2. Where guarding is used as a control measure to protect against contact with moving parts, hot/cold surfaces or materials, flying objects etc. the type of guarding used shall be selected in the following order of priority:
 - (a) a permanently fixed physical barrier shall be used where no part of a person requires access to the dangerous area during normal operation, maintenance or cleaning; or
 - (b) where access to dangerous areas is required, an interlocked physical barrier shall be used ; or
 - (c) where a guard in accordance with (a) or (b) is not practicable, a physical barrier shall be securely fixed in position by means of fasteners or other suitable devices, so that the guard cannot be altered or detached without the aid of a tool or key; or
 - (d) where a guard in accordance with (a), (b) or (c) is not practicable, a presence sensing safeguarding system shall be provided.
3. All guards shall be designed, constructed, installed, maintained and inspected in accordance with the relevant Australian Standard(s).
4. All guards shall be checked at regularly defined intervals, after repair/maintenance or replacement and records of such checks shall be retained. For identified high risk guards or interlocks, the inspection methods shall be documented and guards or interlocks checked on a regular basis.
5. Equipment/plant shall not be used if guards are missing, not securely fixed or are otherwise faulty. The equipment/plant shall be clearly labelled as “out of service”, isolated (electrically and mechanically) and repaired/replaced as soon as is practicable.
6. OHS&R training records shall be retained indefinitely.
7. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

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3. RESPONSIBILITIES

Senior Management

Ensure that the requirements of this procedure are complied with.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION

UNCONTROLLED DOCUMENT