

<b>POLICY:</b>  Safeguarding Equipment and Removal of Equipment Guarding			<b>NUMBER:</b>  S-50
<b>PREPARED BY:</b>  Facilities Management (FM)	<b>AUTHORIZED BY:</b>   <hr/> Andrew Konowalchuk	<b>CLASSIFICATION:</b>  Safety Policy	<b>EFFECTIVE:</b> May 13, 2025
			<b>SUPERSEDES:</b> NEW

**PURPOSE:**

The purpose of this Safeguarding Equipment and Removal of Equipment Guarding Policy is to ensure that all equipment owned, operated, or maintained by Facilities Management at Western University is used, stored, and maintained in accordance with the requirements of the Occupational Health and Safety Act (OHSA). This policy aims to protect employees, students, visitors, and others from injury or harm resulting from unsafe equipment, as well as to ensure all equipment is used safely and responsibly by staff, contractors, and other stakeholders.

**SCOPE:**

This policy applies to all employees, contractors, and affiliates involved in the management, operation, maintenance, or use of equipment at Western University, including academic buildings, residential halls, research laboratories, and grounds. It includes, but is not limited to, physical assets such as machinery, tools, electrical equipment, HVAC systems, and any other equipment.

**HAZARDS:**

Associated hazards while working on or near machinery include exposure to moving parts (mechanical hazards) which pose a risk of injuries from entanglement, friction, drawing-in or trapping, etc.

**RESPONSILITIES:**

**Supervisor Responsibilities:**

- Ensure that all equipment under their control is properly maintained, serviced, and safeguarded.
- Ensure that employees are trained in the proper use of equipment and are aware of all related safety procedures.
- Conduct inspections of equipment to identify hazards and implement corrective actions promptly.
- Maintain records of all equipment inspections, maintenance, and repairs.

**Employee Responsibilities:**

- Use all equipment in accordance with the manufacturer's guidelines, training, and safety instructions.
- Immediately report any damaged, faulty, or unsafe equipment to their supervisor.
- Use appropriate personal protective equipment (PPE) when operating machinery or equipment.
- Adhere to all health and safety protocols while working with equipment.

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**OPERATIONS:**

**Normal Operations:**

Multiple types of safety devices may exist in the design of the machines, equipment and tools. Examples may include:

- Designed operator controls
- Presence sensing devices
- Shields
- Emergency stops

All designed safeguard measures in a machine or equipment shall be used as per manufacturer's instructions.

Safety devices must not be made ineffective or removed by an employee.

Employees must be trained on the equipment.

**Maintenance and Shutdown Operations:**

For maintenance that requires guarding to be removed to access moving parts WP-18 Lock Out Tag Out will be followed, and all sources of energy shall be isolated and verified.

If guarding is required to be removed to aid in troubleshooting and fault finding of equipment while operating, the employee must consult and obtain written approval from their Supervisor.

All guarding must be reinstalled prior to returning the equipment to service and leaving the area.

**When working on or around equipment, if the guarding is not adequate or not present it shall be reported to a Supervisor and a work order created to repair or replace the guarding.**

**TRAINING:**

All personnel operating or interacting with equipment will receive initial and ongoing training on safe equipment use, maintenance procedures, and the proper use of safety equipment.

**DEFINITIONS:**

**Designed Operator Controls:** the intentional, ergonomic, and safety-focused controls and interfaces on machinery or equipment that allow operators to perform functions in a safe and efficient manner.

**Emergency Stop:** a safety mechanism designed to quickly and immediately halt the operation of machinery or equipment in the event of an emergency.

**Guarding:** the use of physical barriers, enclosures, shields, or other protective devices to prevent workers or individuals from coming into contact with hazardous parts of machinery or equipment.

**Pinch Points:** any location on machinery, equipment, or between two objects where a person's body part, such as a hand, finger, or arm, could become caught or pinched.

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**Presence sensing device:** a safety device used in industrial machinery and equipment to detect the presence of a person or object in a hazardous area and prevent accidents or injuries.

**RESOURCES:**

WP-18 Lock-out Tag-out

[https://www.uwo.ca/fm/pdf/policies/work\\_procedures/WP-18\\_Lock-out\\_Tag-out.pdf](https://www.uwo.ca/fm/pdf/policies/work_procedures/WP-18_Lock-out_Tag-out.pdf)

CSA Standard Z432 Safeguarding of Machinery.

[https://www.ccohs.ca/oshanswers/safety\\_haz/safeguarding/general.html](https://www.ccohs.ca/oshanswers/safety_haz/safeguarding/general.html)