Policy

It shall be the policy of the University of Tennessee, Knoxville, (UT) to protect students, staff, visitors and contractors from injury while on the UT premises or while on premises under the control of UT.

Scope

This standard shall apply to university-owned equipment, both fixed and portable. This standard shall also apply to equipment that is leased and under the control of UT.

This policy does not apply to energized (electrical) parts, pneumatic, chemical, steam, heated surfaces covered under the university’s lockout/tagout plan, nor does it apply to major construction and renovation projects under the exclusive control of contractors.

Definitions

Mechanical hazards - (MJH) – the locations where work occurs in a machine. Examples include crush points, nip point, run-in, shearing, boring, cutting, slicing, compressing, grinding and similar mechanical forces and motion.

MPTE – (mechanical power transmission equipment) - parts of a machine where mechanical motion and kinetic energy is transferred. Examples include belts, screw drives, drive shafts, chains, sprockets, gears, flywheels, etc.

Acronyms

ANSI – American National Standards Institute

EHS – Environmental Health and Safety

General Information

1. All MPTE and MH shall be adequately guarded to prevent accidental contact.

2. Guards provided by the factory shall be used where possible.

3. Where guards are not available from the equipment manufacturer, they shall be fashioned with material of suitable strength, durability and in accordance with ANSI standards.
4. Guarding may be omitted where MH and MPTE hazards are not accessible.

5. Power transmission equipment whose location is not readily apparent, but could be accessed by any part of the human body shall be guarded.

6. Where it is infeasible to guard an MH or MPTE conspicuously displayed signs shall be posted.

**Procedure**

Employees shall

1. Replace or restore all guards and safety features that prevent accidental contact with MPTE following equipment set up or repair.

2. Report any missing or defective guards or safety features to their immediate supervisor.

3. Not use equipment that has been tagged out of service by EHS or that represents a serious safety hazard.

4. Inspect equipment periodically to ensure the guard and safety features are functioning as designed.

Environmental Health and Safety shall

1. Inspection facilities and equipment annually to identify equipment that may be improperly guarded or lack guards and safety features.

2. Note deficiencies found during the annual inspection with regarding to machine guarding and communicate this information to the appropriate individual.

3. Tag equipment out of service if it represents a serious hazard to life or limb.

4. Notify the appropriate individual that equipment that presents a serious hazard has been tagged out of service.

5. Provide technical assistance to departments that have MPTE questions.

6. Investigate complaints and accidents involving machine guarding.

Department heads shall

1. Ensure the employees and students are furnished with equipment having proper guards and safety features.

2. Prohibit the use of equipment that is not adequately guarded.

**Training**

None
Recordkeeping

None

Standards

ANSI - various

OSHA 29 CFR 1910 (General Industry) – Various sections

OSHA 29 CFR 1926 (Construction) – Various sections

Forms

None