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| Equipment Safeguarding |  |

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| **Name:** |  | **Date:** |  |
| **Job Description:** |  | **Location:** |  |

# Performance Metrics

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| All equipment is safeguarded to prevent deliberate or accidental human contact with moving parts, ejected or flying objects, surfaces or materials at harmful temperatures and harmful discharges from an uncontrolled pressure release. |  |  |  |
| All interlocks are part of a maintenance programme which includes full proof testing. Interlocks could be mechanical, electro-mechanical or electrical in nature. |  |  |  |
| Equipment safeguarding is only removed or bypassed under a permit to work. This includes live testing. |  |  |  |
| Emergency-stop (E-Stop) controls are accessible, visible and clearly identified. |  |  |  |
| All forms of machine guards are registered. |  |  |  |
| Equipment is isolated and made safe before any guard is removed. |  |  |  |
| Emergency-stop (E-Stop) controls are installed for all safeguarded equipment that can be stopped. |  |  |  |
| Fail-safe or dead-man switches or devices are installed on all manually operated rotating equipment and power hand tools. |  |  |  |

# Supervisor Task Requirements

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| Maintain a register of all equipment safeguards, their inspection and testing records. |  |  |  |
| Arrange for resources to complete maintenance and required proof testing at the defined frequency. |  |  |  |
| Arrange to effect repairs or replacement of defective, damaged or otherwise faulty equipment safeguards. |  |  |  |

# Operator / Maintainer Requirements

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| Verify equipment safeguards are in place and in good condition during pre-start inspections. |  |  |  |
| Do not operate equipment with missing or faulty guards. |  |  |  |
| Report any missing or faulty safeguards immediately to their supervisor. |  |  |  |
| Isolate equipment before working on or near equipment without the safeguards in place. |  |  |  |
| Remove all entanglement hazards (e.g. loose clothing, scarves, etc.) from the equipment work area. |  |  |  |
| Inspect safeguards after maintenance and before closing out the permit to work. |  |  |  |

# Comments/Actions