



**Risk Management and Safety (RMS)  
Machine Guarding Procedure  
November 1, 2010**

**A. SCOPE AND APPLICATION**

The purpose of this program is to establish the minimum requirements and procedures for preventing accidents and/or injuries that may result from improper machine guarding at University of Nevada, Las Vegas (UNLV) properties. This includes the Maryland Campus, Paradise Campus, and the Shadow Lane Campus. This program applies to all university departments, employees, and student workers, who work with machinery and/or equipment requiring machine guards.

**B. COMPLIANCE WITH PROGRAM**

All UNLV employees are required to comply with program elements described herein. This program is based in part upon certain elements of the following references:

- (1) **29 CFR 1910, Subpart O** – Machinery and Machine Guarding
- (2) **OSHA 3170-02R 2007** – Safeguarding Equipment and Protecting Employees from Amputations

**C. DUTIES AND RESPONSIBILITIES**

- (1) **Risk Management and Safety (RMS)**
  - a. Develop, implement, and maintain the UNLV Machine Guarding program.
  - b. Offer on-line machine guarding awareness training.
  - c. Perform unannounced inspections of campus shop areas annually. RMS will lockout any equipment observed without proper guarding in place.
- (2) **Departmental Managers and Supervisors**
  - a. Ensure that employees who work with machinery/equipment requiring machine guards have completed the on-line awareness training.

- b. Ensure that employees have the skills necessary to determine whether or not equipment is adequately guarded.
- c. Lockout and tagout machinery immediately when informed that machine guards are missing.
- d. Update annual inventory and provide to RMS.

**(3) Individuals Using Machinery/Equipment**

- a. Complete on-line machine guarding awareness training.
- b. Inspect each piece of equipment that has guards prior to use to determine if machine guarding is acceptable.
- c. Notify the department supervisor immediately if any equipment is found to be missing the required machine guards or is not safe to operate. Note – the individual using the machinery may perform the lockout if he/she is an “authorized user” as per the UNLV Lockout/Tagout program.

**D. RECORDS MANAGEMENT**

- (1) Training materials will be maintained by the RMS Safety Training Officer.
- (2) Individual employee training records (hard copies) will be maintained by the RMS Safety Training Officer for three years.

**Prepared by Risk Management and Safety  
895-4226**