Catholic Mutual…"CARES"

MACHINERY AND EQUIPMENT

Individuals performing maintenance work often require the use of power tools and other equipment. If the equipment is not correctly used and properly maintained, injuries more likely will occur. The National Institution for Occupational Safety and Health (NIOSH) gives the following recommendations for all equipment used by your facility.

- Develop, document, and implement a procedure for inspecting, reporting, operating, maintaining, and repairing and replacing defective equipment based on manufacturer's instructions and industry guidelines. A job safety analysis of all routine and non-routine work should be included in the procedures.
- Train workers to use the procedures developed in accordance with the manufacturer's instructions and industry standards. Use the job safety analysis to improve the workers' ability to recognize existing or potential hazardous conditions.
- Develop a clear description of job responsibilities and accountability for each worker and supervisor.
- Do not operate equipment with nonfunctioning or malfunctioning parts.
- Provide guardrails, barriers, signs, floor markings, and signals to warn workers of potential hazards.
- Employees should not be allowed to use equipment unless they have been properly trained and understand the hazards associated with the equipment being used.

A *Machinery and Equipment Log* is attached. This log should document the dates each piece of machinery and equipment has been inspected or serviced. It should be updated on a regular routine basis and kept on file for the life of the equipment. Copies of the Operators Manual for each piece of equipment can be attached to the *Machinery and Equipment Log* for easy reference.

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MACHINERY AND EQUIPMENT LOG

The following machinery and equipment must be inspected or serviced on a routine basis.

LOCATION	TYPE OF EQUIPMENT	INTERVAL	LOCATION OF RECORD
Example: Maintenance Shop	*Example: Scissor Lift*	*Example: Monthly*	*Example: Office File Cab.*