Chapter 8 – Health and Safety



Fact-sheet – How to ensure the safety of the machines?



What is the objective?

Why should the factory ensure the safety of the machines?

The facility should **protect** the workers and avoid as much as possible **workplace accidents** such as crushed fingers or hands, amputations, burns, etc. Ensuring the safety of the machines can improve the **production efficiency** in the factory by ensuring a safe workplace, by decreasing the risk of workplace accidents, and by increasing the worker's focus on his/her work.

The factory should:

- Identify all machines that could be harmful to the operator;
- Provide measures to avoid the risk (safety guards, emergency switch-off buttons, etc.);
- Train workers about machine safety and why it is important;
- **Conduct** internal inspections to ensure all machines are safe to be used.



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How to achieve the objective?

How to ensure the safety of the machines?

Step 0

- **Appoint** a manager in charge of the safety and maintenance of machines.
- •The factory can be helped by the machine provider to identify the most suitable safety measures.

Step 1

- •Identify all machines that may be harmful to the operator
- Each machine should be analysed during the risk assessment to identify which parts may be hazardous and need protection (gear wheels, couplings, belt drives, needles, etc.);
- •The risk should be categorized and ranked (type of hazard, probability or happening, frequency, severity, etc.);
- For each machine, the most suitable protective measures should be identified and Implemented;
- •Inspections and maintenance procedures should be created for each protection measures identified.

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- Provide the suitable measures to ensure the safe use of the machines
- •Only <u>authorized operators -</u> with appropriate PPE* when it is needed can operate hazardous machines;
- •A <u>safety manual</u> should be available for each machine and be easily accessible to the operator to explain how to safely use the machine.

Step 2

- •Train all workers on a regular basis (at least once per year during the Health & Safety training):
- •The <u>risk</u> related to machines used
- •How to safely use the machines to avoid injury / accident
- •How to use the guards and the protections
- •What to do in case of accident.

Step 3

- Conduct regular internal inspections of machine safety and maintenance records;
- •The factory should conduct internal inspection of the machines to make sure the <u>workers</u> <u>are using the guards/protections</u> when needed and that all the <u>machines are provided with suitable protections.</u>
- Record of inspection can be: certification of the person responsible for the maintenance, inspection plan, checklist to perform the inspection, records of the inspection including the date, the responsible person, the actions taken, etc.

Step 4



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What could cause an accident in the workplace?

- Hair, finger, jewelry or loose clothing being caught in a moving part;
- Ejection of materials from the machine;
- · Contact with sharp equipment;
- Unauthorized operation of machines.



Common non-compliances

Non-compliance	Non-compliance
Missing lever guard in a sewing machine. The factory should	Eye guards provided but not used by the operators. The
ensure all machines are properly equipped with suitable	factory should ensure each worker understands the benefits
protections.	of using PPEs, and enforce their use.





Rotating belt without protection. The worker could touch the belt and be seriously injured. The factory should cover any moving element of the machines.





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Good practices

Provide warning signs to alert the workers and to ensure the guards will always be used.





Raise awareness among workers by displaying workplace health & safety-related instructions and reminders.



