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## Stationary Machines and Stationary Power Tools Policy

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## Stationary Machines and Stationary Power Tools Policy

### General

This policy applies to all University employees and students, using stationary machines or stationary power tools as part of their employment or education.

This policy sets forth rules governing proper maintenance, use, and guarding of stationary machinery and stationary power tools to ensure safety, and extend the service life of stationary machinery / power tools.

### Regulatory Guidance

- American National Standards Institute (ANSI) Standards B-11 series.
- ANSI B15.1-1984.
- Occupational Health and Safety (OSHA) 29 CFR Part 1910 Subpart O.

### Requirements

Individuals are not to use stationary machinery or power tools, which lack any necessary safety feature, including guards. Stationary machines and power tools that have not been adequately maintained, or which are outfitted with an inadequate and/or ill-adjusted safety guard, are not to be used until repaired.

Any purchases of used or donated equipment must meet current safety and environmental standards. Safety upgrades or retro-fits must be operational prior to installation and use.

Alterations of stationary machinery or power tools are prohibited, unless prior consent is obtained from the manufacturer.

Individuals using and maintaining stationary machines/stationary power tools are to do so in accordance with manufacturer(s) recommendations.

Machine guards must be utilized to protect individuals from hazards created by point of operation, in going nip points, rotating parts, flying chips, and spark hazards. Neither machine nor power tool guards should present a hazard.

Acceptable methods of guarding stationary machinery and power tools include, but are not limited to, the following:

- By Location;
- Barrier Guards;
- Presence-Sensing Devices (such as a light curtain);
- Pull-back Devices; and
- Two Hand Machine Actuation

Stationary machines and power tools must be free from excessive vibration, while such equipment is running at full or idle speed, with the largest cutting tool attached.

Machines designed for a fixed location must be securely anchored to prevent movement or “walking”. A large base-plate can be attached to movable equipment to meet this requirement, so long as the equipment is prevented from walking, moving, or being unintentionally tipped over.

Prior to using any stationary machine or power tool, the operator is to perform a visual inspection of the equipment, ensuring that it is in safe working order. (When applicable, don’t forget to check fluid levels.)

Prior to operating stationary machinery or power tools, and when applicable, verify that local exhaust ventilation systems are functioning properly.

Operators of stationary machinery or power tools are to keep loose clothing, long hair, jewelry, and gloves away from rotating parts.

**Employees and students working around contractor** sites must not enter these areas without proper guidance or the user has shutdown to ensure the safety of university employees, students and visitors.

## Responsibilities

**Shop supervisors** must review and follow all stationary machine / power tool manufacturer recommendations for proper use and maintenance; train employees and students; document training and other qualifications; maintain machine records; and coordinate activities in machine use areas (training can often be included as part *Department Annual Safety Training*).

**Employees and students** using stationary machines / power tools must be trained on the use of the equipment they are authorized to use. This can involve formal training and/or on-the-job training, and should include the selection, proper use and care, and limitations of the machines they use. They must follow the stationary machine/power tool manufacturer recommendations for proper use and maintenance.

## For Additional Information

- Contact your Department Safety Coordinator or UMS Safety Management at 207/581-4055.
- Reference the information provided by the manufacturer (*i.e.*, manuals and their internet site)

## Document History

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