

Subject: Working on Rotating Equipment	Effective Date: June 18,2004	Initiated by: Head, ES&H Division
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It is the Laboratory's policy that equipment be stopped, locked and tagged out before maintenance or modification of rotating equipment is performed. Machine guards are installed on equipment that have exposed rotating parts (belts, pulleys, shafts, etc.) to protect employees from injury.

It may be necessary, at times however, to work on rotating equipment, which has not been stopped, locked and tagged out, with the machine guard(s) removed in order to troubleshoot a problem effectively. Working on rotating equipment with the machine guard removed may occur only after the employees performing the work and their supervisor have reviewed the proposed task and evaluated the associated hazards and required protective measures in a Job Hazard Analysis (JHA). Refer to Procedure ESH-004, Job Hazard Analysis.

The JHA shall evaluate the need to perform the work while the equipment is in operation, the functions to be accomplished, and the safety of the workers (loose clothing, jewelry, etc., any potential hazards or risks to other employees, the working space, and the lighting in the area). Once the JHA is completed, approved and reviewed by all involved (per ESH-004), the troubleshooting activity may occur provided the activity is not performed while working alone. Upon completion of the troubleshooting activity, the machine guard must be reinstalled and verified by the supervisor.