	Big Ox Energy - Riceville, LLC Safety Management System		RIC.SAFE.POL.140-019.MachineGuarding	
			Initial Issue Date	8/8/2017
<b>Machine Guarding</b>			Revision Date:	
			Next Revision Date:	8/8/2018
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 1 of 3

## Purpose and Scope

The purpose of Big Ox Energy – Riceville, LLC’s Machine Guarding Program is to ensure the safety of our employees by establishing appropriate machine safeguarding procedures for any machine part, function, or process that may cause injury.

This program outlines responsibilities for all Big Ox Energy - Riceville, LLC employees, routine inspections for all machines and required employee training. All employees are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Plant Manager.

## Program Responsibilities

Big Ox Energy - Riceville, LLC is responsible for providing equipment and resources necessary to implement this program, and for ensuring that the provisions in this program are being followed by the Plant Manager.

The Safety Department is responsible for the following:

- Ensuring the plant manager has a copy of the program
- Scheduling employee training and ensuring new hires are trained on the program
- Providing outside contractors with information on Big Ox Energy – Riceville, LLC’s machine safeguarding program
- Reviewing and updating the program and materials as needed

The Plant Manager is responsible for the following:


- Ensuring that all current and new machinery is inspected for proper machine safeguarding
- Ensuring that improperly guarded machines are fixed before being put back into service
- Maintaining records pertaining to the program
- Developing procedures for taking improperly guarded machines out of service
- Maintaining a machine-specific list of safeguarding methods

Supervisors are responsible for:

- Ensuring assigned machine operators are trained on the Machine Safeguarding Program
- Stopping and correcting any unsafe work practice or condition immediately
- Notifying the Plant Manager when changes in processes increase the risk of injury or introduce a new hazard
- Conducting machine inspections to ensure there are proper safeguards
- Ensuring that employees with insufficient skills or understanding of machine safeguarding are removed and retrained before returning to machine operations
- Ensuring employees comply with all safe work practices outlined in this program

Machine operators are responsible for:

- Completing all required machine safeguarding training before operating a machine
- Assisting in inspections
- Verifying guarding devices are in place and functional before using any machine
- Reporting missing or worn guards to supervisors before operating any machine
- Complying with all procedures and safe work practices outlined in this program

	Big Ox Energy - Riceville, LLC Safety Management System		RIC.SAFE.POL.140-019.MachineGuarding	
			Initial Issue Date	8/8/2017
<b>Machine Guarding</b>			Revision Date:	
			Next Revision Date:	8/8/2018
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 2 of 3

### **Machine Safeguarding Guidelines**

All Big Ox Energy - Riceville, LLC machines shall be safeguarded to prevent any part of the employee's body or clothing from making contact with a hazardous area. All points of operation, including but not limited to: nip points, pinch points, rotating shafts and belts will be guarded. The guards will prevent objects from falling into the equipment. Safeguards must not be easily removed or altered and will be constructed of substantial material that resists fire and corrosion.

Guards shall not create an additional hazard such as a shear point, contain a jagged edge or have unfinished surfaces. Guards shall be installed so that routine maintenance can be performed without removing the guard.

Employees shall not use any machine/equipment with a damaged or missing guard until it is repaired or replaced.

### **Machine Inspections**

All new equipment and machines shall be inspected by the Plant Manager, Safety, and Maintenance after setup and before being placed into service. All guards that came standard from the manufacturer must be in place and operational before use. Supervisors and machine operators will visually inspect their machine's safeguards before every shift.

Each machine will be thoroughly inspected monthly using the audit form in IndustrySafe by the Safety Office. Machines that do not pass inspection will be taken out of service. Any machine taken out of service will be isolated from its energy source(s) using the proper isolation method in the Big Ox Energy - Riceville, LLC Lockout/Tagout Program and an out of service sign will be promptly attached to the machine.

After all safeguarding issues found during the inspection are corrected, the Plant Manager will authorize the supervisor to put the machine back into service.


### **Unauthorized Removal of Machine Safeguards**

Management does not tolerate the unauthorized removal of machine safeguards. Any employee found to have removed a machine safeguard without supervisor approval will be subject to disciplinary actions up to and including termination.

### **Employee Training**

All employees who operate machines as part of their job will be trained on:

- Identifying the hazards associated with the machines they work with
- The written procedures for each machine they operate
- Types of safeguards and how they provide protection from hazards
- How to use the safeguard
- How and under what circumstances the safeguarding can be removed
- What to do if a safeguard is damaged, missing or is not providing adequate protection
- The types of personal protective equipment (PPE) that should be worn around their assigned machines

	Big Ox Energy - Riceville, LLC Safety Management System		RIC.SAFE.POL.140-019.MachineGuarding	
			Initial Issue Date	8/8/2017
<b>Machine Guarding</b>			Revision Date:	
			Next Revision Date:	8/8/2018
Preparation: Safety Manager	Authority: President	Issuing Dept: Safety	Page:	Page 3 of 3

### Retraining

Retraining will be conducted for any employee if:

- There is a change in assignment that involves using a different machine
- There is a change in the machine, equipment or processes that presents new hazards
- There is a change in the machine safeguarding procedures
- The supervisor has reason to believe or determines through inspection or observation that an employee lacks sufficient knowledge of the safeguarding procedures

All training records will be maintained in IndustrySafe and retained by the Safety Office.

### Periodic Program Review

The Safety Team will conduct an annual review to assess the program's effectiveness. The review will consider any new machines, changes in processes, facility layout changes and the cost and frequency of machine-related injuries. All machine safeguarding procedures and methods will be reviewed annually by the Safety Team. If any inadequacies are identified, the Safety Team will take all necessary steps to update the procedure or safeguarding method. The annual review will include a discussion between the Safety Team and each machine operator to determine if they understand their responsibilities under the Machine Safeguarding Program.