**Objective:** To communicate common machine motion hazards and basic safe practices employees should always follow when working on or around machinery

Machinery is a major source of injury. While employers are responsible to establish safeguards to protect employees, it is essential to follow safe practices to avoid injury.

**Motion Hazards**

* **Pull-in hazards** cangrab and pull loose material like clothing and hair.Causes include rotating parts or in-running nip points.
* **Caught-between hazards** can catch the operator between two moving parts or between a moving part and a fixed object. Causes include reciprocating or punching parts.
* **Cutting hazards** can becaused by sharp machine parts like table saw blades.

**Safe Practices**

* Only operate machines that you are fully trained and authorized to use.
* Only use machines that are properly maintained and in safe working condition.
* Only use a machine the way it is designed to be used and according to all the manufacturer’s safety requirements.
* Tie back loose hair and do not wear loose clothing or jewelry around machinery.
* Keep fingers, hand, arms, and clothing clear from all moving components.
* Assure that all safeguards are in place before operating equipment.
* Never remove, modify, or bypass guards.
* Before starting, assure people are clear of the moving parts, and warn them it is starting.
* Never reach into any hazard area or moving portion of a machine for any reason, including removing a blockage or for maintenance, without first implementing proper lockout/tagout.
* Always turn off machines when you have finished using them.

This form documents that the training specified above was presented to the listed participants. By signing below, each participant acknowledges receiving this training.

Organization: Date:

Trainer: Trainer’s Signature:

**Class Participants:**

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

Name: Signature:

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