



WHY

You need Manufacturing Safety Meetings.

Why Safety?

You know what MIOSHA can do when they find violations on your site. You understand that accidents raise your workers' compensation premiums. You really don't want anybody to get injured in your facility. But what are you **DOING** to avoid those problems? Manufacturing Safety Meetings can help.

Why Meetings?

Remind your employees to follow safe work practices. Help them identify unsafe conditions. Keep them thinking about safety and making safe choices. Manufacturing Safety Meetings help protect your most valuable assets.

Why Weekly?

Shorter, more frequent tool box talks mean better comprehension and retention. Training once a week with Manufacturing Safety Meetings takes ten minutes or less and you cover four or five important topics every month.

MMA Members receive:

- 4 or 5 new Manufacturing Safety Meetings via E-Mail each month, available in English and Spanish
- Each Meeting is personalized with your company name
- Access to the online Library with 150 additional Manufacturing Safety Meetings

WHEN

You call the crew.

1. **Read**> simple one-page format
2. **Sign**> worker signatures provide documentation
3. **File**> keep on file for compliance and liability needs

Get back to work.



WHAT

Members save 65% off the direct price!

1-year subscription for the Manufacturing Safety Meetings:

Members	\$99/year
Non-member	\$199/year
Direct	\$280/year

SAFETY MEETING OUTLINES, INC.

Helping save Lives, Time and Money for over 35 years



MMA is ready to help.



The Michigan Manufacturers Association helps members be competitive. The Manufacturing Safety Meeting service helps members keep employees safe,

reduce downtime and save money. As a member, you save 65% when subscribing to Manufacturing Safety Meetings at just \$99 per year! That is less than \$2 per week.

Your subscription also gets you unlimited access to the online library of over 150 Manufacturing Safety Meetings so you can tailor your training as needs arise. This great service helps you keep employees safe, reduce downtime and save money.

Safety Meeting Outlines has been publishing Safety Meetings for over 35 years. Their Meetings have become the de facto standard for toolbox safety talks in the industry. They specialize in making toolbox safety talks easy and effective for you and your employees.

MANUFACTURING SAFETY MEETINGS
Safety Training for the Manufacturing Industry

11.1 Machines
MEETING DOCUMENTATION

Machine Guards ①

Unguarded moving machine parts are responsible for many workplace injuries that occur in the workplace. Machine guards control hazards by putting a physical barrier between you and the hazard. Guards are needed in these three areas:

- ① **The point of operation**, which is where work is performed on the material. The area where the part is cut, shaped, bored, formed, etc.
- ② **Power transmission components** including flywheels, pulleys, belts, connecting rods, couplings, cams, spindles, chains, cranks, and gears.
- ③ **Other moving parts** of the machine, such as rollers, rotating, sliding, and traversing parts.

In order for machine guards to be effective and keep you safe, they must meet all of the following requirements:

Prevent contact: The guard must prevent hands, arms, and any other part of your body from making contact with dangerous moving parts. A good guarding system eliminates the possibility of the operator or another worker placing parts of their bodies near hazardous moving parts.

Be securely installed: Guards must be firmly secured to the machine. Workers should not be able to easily remove or tamper with the guard. A guard that can be easily removed or made ineffective really isn't a guard at all.

Protect the moving parts of the machine from dropped objects: Guards should prevent any foreign object from falling into moving parts of the machine. A tool that gets dropped into a machine could become a projectile that could hit you or someone else.

Create no new hazards: A guard defeats its own purpose if it creates a new hazard, like a sharp point, a jagged edge, or an unfinished surface that could cause a cut. Guards should not obstruct your view. Moving guards should not create pinch points.

Create no interference: Any guard that prevents you from doing your job quickly, effectively, and comfortably might end up getting bypassed or disregarded. Proper guarding can actually improve efficiency and morale because it allows you and others to work without fear of getting injured or losing a finger or a hand.

Allow safe lubrication: You should be able to lubricate the machine without removing the guards. Oil reservoirs should be located outside guards, and should have a line or tube that leads to the lubrication point.

SAFETY REMINDER
Always follow lock-out/tag-out procedures when performing equipment maintenance.

Notes

④

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- ① Topics relate to areas or activities with high accident rates and frequent citations.
 - ② Content is easy for the supervisor to read and easy for he crew to understand.
 - ③ Crew members and supervisors sign each meeting.
 - ④ Supervisors may note special topics, recommendations made during discussions, and review of safety data sheets to assure a complete meeting record.
- Forklifts
 - Compressed Air Safety
 - Ladders
 - Power Tools
 - Safe Lifting
 - Lockout/Tagout
 - Chemical Exposure: First Aid
 - Summertime Heat
 - Cuts and Puncture Wounds
 - Gasses, Vapors, & Steam
 - Slips, Trips, and Falls
 - Winter Hazards
 - Hard Hats
 - Avoid Electrocution
 - Confined Spaces
 - Hearing Protection
 - Fall Protection
 - Heavy Equipment
 - Fire Safety
 - Working Safely at Heights
 - Caught-In-Between Accidents
 - Welding safely
 - Cranes
 - Distractions and Your Safety
 - Conveyors

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E-mail delivery and Library access. You receive 52 Meetings per year by e-mail, plus unlimited access to over 150 Meetings in our online library. You can choose meetings anytime that match your work, or conduct additional training as needs arise.

Also available in Spanish.

Manufacturing Safety Meetings cover a variety of topics including:

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