

2.1 Responsibilities:

Academic Departments are responsible for:

- Ensuring that all machines are equipped with proper safeguards.
- Maintaining machinery and all installed safeguards.
- Inspecting machinery on an annual basis for wear and guarding deficiencies.
- Supplying all necessary PPE.

Principal Investigators, Technicians, and Staff* are responsible for the following:

- Ensuring that machines are not operated with guards removed, malfunctioning, or defeated.
- Providing hands on training to machine operators under their supervision.
- Maintaining records of student training for machine operation.
- Creating written Standard Operating Procedures (SOP) for each machine they are responsible for.
- Ensuring that machine operators follow all applicable procedures for proper machine operation.

Machine Operators are responsible for:

- Inspecting machinery for adequate guarding and proper function prior to operating.
- Reading and following all manufacturer instructions.
- Following and accepting (through a formal signoff) all machine SOPs.
- Always using all safeguards installed on a machine as intended.
- Alerting the machine owner of any identified deficiencies with a machine so that proper repairs can be made.
- Stopping work when a machine is potentially malfunctioning or suspected of being unsafe.

Laboratory Safety is responsible for:

- Assisting machine operators with meeting the requirements of this policy.
- Evaluation of machinery for compliance with OSHA and applicable Industry Standards.
- Assisting in the identification of prospective machine guarding options and contractors.
- Evaluating and assisting in the selection of appropriate PPE.
- Conducting periodic machine guarding safety inspections in academic and research laboratories.

* Departments may hire experienced and competent student workers to fulfil certain roles identified in this policy.