TOOLBOX TALK AWARENESS PACKAGES

HAZ-GRD · Plant and Machine Guarding Awareness

Product Overview

Audience: Workers who use or work near machinery · Duration: 20–30 minutes

Version 1.0 · 8 November 2026

For workers who use or work near machines: how moving parts injure, how guards work, and why a guard is never removed or bypassed.

Moving parts of machinery can entangle, crush, shear, cut and throw out material. Guarding is one of the most effective controls for machinery, and many serious injuries happen when a guard was missing, removed for a quick job, or bypassed to keep production going.

This talk covers the hazards of moving parts, the types of guard and what each does, pre-start checks, never removing or bypassing a guard, isolating before clearing a jam, and reporting damaged or missing guards.

Learning outcomes

By the end of the session participants will be able to:

- Describe the ways moving parts injure people: entanglement, crushing, shearing, cutting, impact and ejected material
- Identify the types of guard: fixed, interlocked, adjustable and presence-sensing systems
- Carry out pre-start checks, including that guards are in place and working
- Explain why a guard is never removed, defeated or bypassed while the machine can operate
- Isolate the machine before clearing a jam, cleaning or adjusting
- Recognise how loose clothing, hair, jewellery and gloves can be caught, and report damaged or missing guards

What it covers

Module	Covers
Moving parts	How machines injure; Danger zones; Common incidents
Guards	Fixed, interlocked and adjustable guards; Presence-sensing devices; Why guards are removed, and why they must not be
Your part	Pre-start checks; Isolating before you reach in; Clothing, hair and jewellery; Reporting

Activities

- Danger zones: workers mark the danger zones on a photo of a machine they use
- Production pressure: a scenario where a jam keeps happening and a guard is in the way

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What is in the package

Item	File
Editable PowerPoint presentation with speaker notes, plus PDF	02_TRAINING_PRESENTATION/Training Presentation.pptx and .pdf
Facilitator guide with a running sheet, discussion prompts and model answers	03_FACILITATOR_GUIDE/Facilitator Guide.docx and .pdf
Participant handout with the key points to take away	04_PARTICIPANT_HANDOUT/Participant Handout.docx and .pdf
Attendance record form, to capture who attended, when, and who facilitated	06_RECORDS/Attendance Record.docx and .pdf
Excel attendance register	06_RECORDS/Attendance Register.xlsx
Multiple-choice theory assessment, to record understanding if your business wants to	05_ASSESSMENT/Theory Assessment.docx and .pdf
Answer key for the assessment	05_ASSESSMENT/Assessment Answer Key.docx and .pdf
Certificate template	06_RECORDS/Certificate Template.docx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

What you need to deliver it

- A facilitator such as a supervisor, leading hand or WHS adviser who has read the facilitator guide and knows your site's arrangements for the topic
- A screen or projector, or printed slides or handouts: it works in a crib room, site office or on a video call
- Your own site procedures for the topic, to point to during the session

Questions

Can we add our own site procedures and photos? Yes. The slides, handout and guide are editable, and the facilitator guide marks the places to add your own procedures, contacts and photos of your workplace.

Do we have to use the assessment? No. It is there if your business wants a record that each worker understood the key points. The attendance record on its own shows who attended and when.

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TOOLBOX TALK

Plant and Machine Guarding Awareness

How moving parts injure, how guards work, and why a guard is never bypassed

20–30 minutes · Workers who use or work near machinery

[Company name] · [Date] · [Facilitator name]

GRD

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What this talk is, and is not

This talk covers

- ✔ How moving parts injure people
- ✔ The types of guard and what each does
- ✔ Pre-start checks, and isolating before you reach in
- ✔ Your part: never bypass, always report

This talk is not

- ✕ Training to operate a specific machine
- ✕ Fitting, altering or testing guards
- ✕ Isolation procedure training
- ✕ Our procedure: **[Your machine safety procedure]**

Awareness only. You need training on each machine you use, and some plant, such as forklifts and cranes, needs a high risk work licence.

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Why guarding matters

Many serious machinery injuries happen when a guard was missing, removed for a quick job, or bypassed to keep production going.

- Amputations, crush injuries and deaths, often in a split second
- Common jobs: clearing a jam, cleaning, adjusting, feeding material
- Common causes: a guard off, an interlock defeated, a hand in 'just for a second'

A composite example

- A conveyor keeps jamming at the same roller. The guard over it is taken off so the operator can clear jams faster.
- A week later a glove is caught at the nip point. The operator's hand is pulled in.

Guards are taken off for good reasons. People are hurt for the same ones.

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How machines injure

What moving parts do

- Entangle: rotating shafts, chucks, drills, rollers
- Crush: presses, closing parts, moving tables
- Shear and cut: blades, guillotines, saws
- Strike, or throw out material: swinging arms, broken tools, chips

The danger zones

- Nip points, where parts run together or against a fixed part
- The point of operation, where the machine works the material
- Drives: belts, chains, gears, pulleys and couplings
- Anywhere a part moves near a fixed structure

If it moves, it can catch you.

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Duties under WHS or OHS laws

The business must

- Manage the risks of plant, and guard moving parts
- Keep guards and safety devices maintained and working
- Make guards hard to bypass or defeat
- Train and supervise everyone who uses each machine

You must

- Use the machine only with its guards in place and working
- Never remove, defeat or bypass a guard or safety device
- Do the pre-start checks, and isolate before you reach in
- Report damaged, missing or bypassed guards

Most of Australia has harmonised WHS laws; Victoria's OHS laws take a different form. The duties apply in substance everywhere.

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TOOLBOX TALK · HAZ-GRD

Plant and Machine Guarding Awareness

Participant handout · keep this

Moving parts of machinery entangle, crush, shear, cut and throw out material. Guards keep people away from them. Keep this page.

How machines injure

- Entanglement: shafts, chucks, rollers
- Crushing and shearing: presses, closing parts, blades
- Nip points: belts, chains, gears, rollers
- Impact and ejected material

The types of guard

- Fixed: removed only with a tool
- Interlocked: the machine stops when it is opened
- Adjustable: set as close as the job allows
- Presence-sensing: light curtains, scanners, mats

Dress for the machine

- No loose sleeves, cords, ties or lanyards
- Long hair tied back; jewellery off
- Gloves only as the machine's procedure says

Pre-start check

- ☐ Every guard in place, secure and undamaged
- ☐ Interlocked guards stop the machine when opened (test as your procedure says)
- ☐ Presence-sensing devices (light curtains, mats) working
- ☐ Emergency stops reachable and working
- ☐ No tools, rags or offcuts on or in the machine
- ☐ Area clear, clean and not slippery
- ☐ Long hair tied back; no loose clothing or jewellery
- ☐ Fault found? Do not use it: tag it out and report it
- ☐ Our checklist: **[Your pre-start checklist]**

Duties

- The business guards moving parts, keeps guards working and makes them hard to bypass
- You never remove, defeat or bypass a guard, isolate before you reach in, and report problems

Stop and report when

- A guard is missing, damaged or bypassed
- An interlock or sensor does not work
- Report to: **[Who to report to here]**

Never remove, defeat or bypass a guard. Isolate before you reach in.

This is awareness training. It is not a licence, a ticket, a permit or a competency. It does not train you to operate a specific machine, or to fit, alter or test guards.

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