

APPENDIX L: STUDENT, FACULTY AND STAFF SHOP SAFETY RULES

Responsibilities

Shop Supervisors shall have authority over shop operations and safety. This includes but is not limited to the responsibility, authority, and obligation to authorize or prohibit access for the safety of an individual.

Students, faculty and staff working in shops must comply with all applicable health and safety regulations, policies, and work practices.

Approval to operate machinery, power tools and/or hand tools must be obtained prior to use. Authorized users shall be designated/approved by the Shop Supervisor. A signed authorization form certifies this level of qualification and must be on file with the Shop Supervisor.

Safe Work Practices

- Authorized users shall be familiar with operator safety manual and/or Job Safety Analysis (JSA) prior to use of any piece of equipment.
- Authorized users shall not deviate from safety protocol as outlined by the manufacturer.
- Equipment shall be used only as intended and within the specifications set forth by the manufacturer.
- Safety glasses must be worn at all times in the shop. Contact your shop supervisor for specific PPE requirements.
- Work safely and methodically. Resist rushing and ask for help when you need it.
- Aisles, exits, and access to emergency equipment must be kept clear at all times.
- Immediately report any problems or concerns to the Supervisor. Report unsafe work when witnessed.
- Damaged equipment or equipment that does not appear to be operating normally must not be used. Report the problem equipment to the Supervisor to be locked out of service.
- All guards and shields must be secured and in place prior to operating equipment.
- Compressed air must not be used to clean skin or clothing. Never use compressed air for cleaning work area surfaces.
- Housekeeping is everyone's duty and includes cleaning up debris from machines and work areas frequently, maintaining proper equipment storage, and keeping walkways and doorways clear.
- Electrically energized shop equipment must be used in a safe manner as intended by the manufacturer. Equipment must be de-energized and locked out/tagged out during maintenance or repair.

Personal Safety

- Cell phones, headphones, and other personal electronic devices must not be used when working at any machine. Loud music is prohibited.

- Do not leave machines running unattended.
- Full-length pants must be worn at all times. Sleeveless shirts or tank tops are prohibited.
- Remove loose jewelry before beginning work.
- Long hair must be pulled back, secured and contained; long beards must also be contained.
- No loose clothing may be worn in the shop.
- Keep hands and other body parts a safe distance away from moving machine parts. Use a tool to remove swarf and debris.
- No open-toed shoes, flip-flops or sandals are permitted.
- Food and drink are permitted in designated areas only.

Stop Work Policy

- The Campus has established a Stop Work Policy when unsafe work or conditions are observed. It is the responsibility of everyone to exercise this policy when observing unsafe work conditions or practices. If you see unsafe behavior or activities, don't hesitate to use the Stop Work Policy and immediately report the unsafe work to the Shop Supervisor and/or EH&S.

Emergencies

Safety Data Sheets (SDSs) contain information about chemicals used in the shop. Become familiar with SDSs to understand chemical hazards in the shop. Know the locations of the nearest eye wash station and first aid kit before using shop equipment.

IF AN EMERGENCY OCCURS:

- 1. CALL 911**
- 2. Notify your Supervisor**
- 3. Call EH&S ASAP following any serious injury**

SHOP USE AUTHORIZATION FORM

Shop Name: _____

Location/Department: _____

I have read, had an opportunity to ask questions about, understand and been given a copy of the Shop Safety Rules. I pledge to only conduct work according to the shop safety rules, procedures and practices outlined within the contents of the document. I understand that failure to follow rules, procedures and practices outlined within the document may result in immediate expulsion and possibly permanent revocation of privileges to work in the shop noted above. In addition, other disciplinary action may be brought by the department for failure to follow these rules, procedures and practices.

Authorized Shop User

Print Name: _____

Signature: X _____

Date: _____

Shop Supervisor

Print Name: _____

Signature: X _____

Date: _____

Instructions to the Shop Supervisor: *Please separate the 2-page "Student, Faculty, and Staff Machine Shop Safety Rules" document and provide it as a copy to every authorized person who will be working in your shop. Have each person sign/date this third page of the "Student, Faculty, and Staff Shop Safety Rules" document and keep their signed page in your file as evidence of basic safety training/orientation to your shop. Provide additional training as you may determine is needed based upon assessment of your shop's hazards, equipment and operations. Include a checklist of training subjects and materials covered as evidence of your training efforts (template attached).*

