

Introduction

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Welcome to the University of California Shop Safety Manual – a resource to help you get in gear with safety. This handbook contains essential safety information that you need for working in a shop.

Why is Safety Important?

Following safety procedures is one of the most effective ways to prevent workplace injuries. Working safely also protects the tools that you use and your facility from damage. Safe operations foster a productive and healthy working environment.

Environment, Health and Safety's (EH&S) Role

EH&S recognizes that you are an expert at your job and our role is to ensure that you have what you need to do your job safely. Hazards are not always obvious and serious injuries and accidents can happen from not working safely.

Your Safety Toolbox

EH&S partners with shops to develop and recommend preventive solutions to help everyone work safely. Think of this collection of safety measures as tools that go into your safety toolbox. Your tools include safety controls, good work practices, and training. Fill your toolbox with the safety precautions, job aids, and training resources discussed in this manual.

Maintain your safety skill set to protect yourself and your coworkers. Know the safety rules and procedures ([Appendix L](#)), obtain the necessary training, and understand the inherent risks found in machine shops. In short, keep your personal safety toolbox fully stocked.

This manual covers shop safety specifics, such as guarding requirements for machines and proper lifting techniques. Always ask your supervisor or an EH&S Specialist for clarification if you do not understand something, because understanding safety concepts is necessary for putting them into practice. Safety begins with you and is everyone's responsibility.

Access EH&S contact information via your local campus website if you have any safety concerns.

