Shop Machinery Guidelines for Supervisors

Shop machinery users may encounter numerous potential hazards when in proximity to or working with hand tools and stationary machines (e.g., lathes, saws, drills) including:

- **Mechanical hazards:** points of operation, pinch points, shear points, power transmission points, etc.
- **Operational hazards:** heat, metal chips, noise, etc.
- **Chemical hazards:** coolants, cleaning solvents, lubricants, etc.
- **Electrical hazards:** exposed wiring, malfunctioning equipment, etc.

### TRAINING AND SUPERVISION OF USERS

- Ensure local safety training is provided to shop users before access, including but not limited to:
  - Potential hazards associated with each type of shop tool
  - The manufacturer’s instruction manual or shop-developed safety procedure for each shop tool
  - Proper attire and use of appropriate personal protective equipment
  - General safe work practices and procedures
  - Reporting accidents/incidents
  - Emergency procedures

  Document such training using **SU’s Site-Specific Shop Machinery Safety Training Documentation** form or equivalent and retain for at least one year.

- EH&S provides general safety training for shop machinery use. Contact EH&S at 723-0448 for more information.

- Control access to prevent unauthorized equipment use (e.g., on-duty staff, card-keys, equipment lockout).

- When using shop machinery and tools, at least one other authorized person is to be present in the shop.

  - **Requests to work alone, after hours, or on the weekend must be approved by the Shop Supervisor and the user’s Principal Investigator/Supervisor.**
  - Evaluation of a request must take into consideration:
    1. Task and machinery/tools to be used
    2. Possibility of an accident or incident that would prevent the user from calling for help
    3. User’s training and experience
    4. User’s physical condition and/or handicaps

- Supervisors have the responsibility to revoke access privileges or take other disciplinary action for shop users who fail to follow shop safe work practices or procedures.

### PERSONAL PROTECTIVE EQUIPMENT

- Enforce the proper use of appropriate street clothing and Personal Protective Equipment (PPE) with all shop users:

  **Street Clothing:**
  - Wear long pants and closed-toed shoes.
  - Wear closely fitting clothing (no loose shirt sleeves, loose apron ties/straps, etc.).
  - Confine long hair/beards to prevent entanglement in machinery (long hair should be put up in a bun, a pinned-up ponytail, or a hairnet).
  - Do not wear jewelry (rings, necklaces, etc.).

- **Hearing/respiratory protection:** For loud work or operations with respiratory hazards, contact EH&S at 723-0448 for assessment and recommendations.

### WORK PRACTICES

- Enforce **SU’s Safe Operation of Shop Machinery**.
- Enforce good housekeeping.
- Conduct periodic inspections using **SU’s Shop Area Inspection Checklist** or equivalent.
- Remove, tag (lock) out of service, and promptly repair any malfunctioning or damaged equipment.

### EQUIPMENT SETUP

- Place equipment in an area with adequate clearance for safe operation.
- Equipment operating in wet areas must only be plugged into GFCI-protected outlets.
- Stationary machines are to be leveled and securely anchored to the floor.
- All attachments used with machining tools must be consistent with manufacturer’s recommendations.
- Equipment controls must be protected from unexpected or accidental activation.

### NON-Routine Equipment Servicing

- Equipment repair or special adjustment shall only be conducted by qualified service technicians. Consult equipment manufacturer for recommendation.
- To ensure personnel safety during non-routine cleaning or maintenance performed in-house, lock out and tag out procedures shall be followed as specified in the University’s Lock Out/Tag Out Safety Program. Contact EH&S at 723-0448 for assistance.

### ACCIDENT/INCIDENT REPORTING AND FOLLOW UP

- Document and follow up any incidents, accidents, or near misses, per **SU’s Injury Illness Prevention Program**.
- For serious injury/illness (emergency medical care required) or fatality, report by phone to EH&S **immediately** at 725-9999.

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