

Machine Shop Safety Rules

Tool Operating Protocol

In addition to using machinery and hand tools safely and as intended by the manufacturer, report defective machinery, equipment (including any safety devices) or hand tools to the shop Responsible Person/Monitor. To ensure your safety, and the safety of others, adhere to the following safety rules:

- **Never** sit or lean on a machine – keep your hands off unless you are operating it!
 - Maintain an upright, well-balanced stance while operating a machine.
- **Never** operate equipment until you have been given instruction in its operation, and permission to use it, from the shop Responsible Person/Monitor.
 - If you are in doubt about its safe operation ask the shop Responsible Person/Monitor before proceeding.
- **Never** work alone. (Implement the “buddy” system.)
 - If after hours use is allowed by the shop Responsible Person then you **must** sign-in with a buddy, i.e., another Authorized User when using this shop after hours. **NO exceptions. Two people must be present in the shop at ALL times.**
- **Never** operate a machine unless you are in complete control of your physical and emotional faculties.
 - You may not operate a machine if you are sick, tired, intoxicated/drugged, stressed or angry.
- **Never** engage in any form of horseplay, or pranks, in the shop.

Hand Tools

- **Never** use damaged hand tools such as a hammer with a loose head or a file without a handle.
- Use hand tools for their designed purposes only. For example, never use a scribe as a center punch or a file as a hammer.

While in Operation

- Turn off power to applicable equipment in the event of power loss to the shop.
- **Never** attempt to take measurements on a work piece while the machine is running.
- **Never** use your hands to stop a moving machine part such as a drill press or lathe chuck.
- Always keep hands, and other body parts, a safe distance from moving machine parts, work pieces, and cutters.
- **Never** allow more than one person to operate a machine at any time.
- **Never** be distracted by day-dreaming or conversation while running a machine.
- **Never** walk away from a machine that is powered and operational.
- **Never** startle anyone who is operating a machine.
- If it is necessary to get the machine operator’s attention, do so in a careful manner.
- The use of **personal listening devices**, e.g., iPods, MP3 players, etc., is **prohibited**.

Housekeeping and Maintenance

Keep work areas neat and free from clutter. Clean machines after each use.

Housekeeping

- **Never** allow large quantities of chips or debris to accumulate around a work piece.
- **Never** move metal chips with bare hands
 - Use a brush, stick, pliers or other mechanical method while the machine is not operating.
- **Never** lay tools on the machines – use carts or workbenches for storage.
- **Never** use compressed air guns to clean clothing, hair, or aim at another person.
- **Never** remove or deactivate guards or other safety devices from machinery and equipment except when necessary for servicing.

Maintenance

Never clean, oil, adjust, or change gears or belt pulleys unless a machine has completely stopped.

When making repairs or accessory changes, such as changing a lathe chuck, shut-off power to the machine at its electrical box or pull its power plug so that it cannot be accidentally powered on. Follow EHS's Guideline, [Lock-out/Tag-out – Control of Hazardous Energy Sources](#).

Personal Protection

- When moving heavy objects, lift with your legs instead of your back. Get help moving something that might be too much for you to handle alone.
- If you suffer an injury, no matter how slight you may think it is, report it immediately to the shop Responsible Person/Monitor.
- **Always** wash your hands thoroughly when finishing in the shop, especially before eating or smoking.

Revision History

| REVISION # | DATE | REVISION # | DATE | REVISION # | DATE | REVISION # | DATE |
|-----------------------------|---------|------------|------|------------|------|------------|------|
| Original (New Format) | 6/21/18 | | | | | | |
