

Appendix E – General Shop Safety Training

Only fully trained and competent personnel are permitted to utilize machine shop equipment and tools. The following general machine shop safety guidelines apply to general shop duties and do not serve as adequate replacement of specific shop equipment training. These guidelines must be implemented to ensure safety and health in machine shops; failure to do so may result in serious injury or death.

- Safety glasses, goggles or face shields are required when in any shop area, whether working or not.
- Open toed shoes, or sandals, are prohibited within machine shops. Closed toed shoes are required when in any shop area. Steel toed shoes may be required if working with heavy materials, such as metal.
- Adequate hand protection must be worn depending on the materials being handled.
- Wear appropriate clothing for the shop and tasks being completed.
- Operation of any piece of shop equipment is not permitted unless the user is fully trained on the contents of the OSU Machine Shop Safety Program and specific equipment training has been completed.
- Two people should be present in machine shops when equipment and/or tools are in use.
- The use of compressed air to clean equipment should be minimized and only used at pressures less than 30 pounds per square inch (psi). Compressed air should never be used for cleaning clothing, hair, or aimed at other persons.
- In the event of an injury or exposure to a chemical, regardless of severity, the employee must report to OSU Employee Health and complete an accident report. In the event of serious/severe injuries or exposures call 9-1-1 immediately for medical attention.

University Health Services

Phone: 614-293-8146

Fax: 614-293-8018

McCampbell Hall, 2nd Floor

1581 Dodd Drive

Hours: M-F, 7:30am – 4:00pm

If University Health Services is closed or unavailable, seek medical treatment for minor injuries at:

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| Martha Morehouse Medical Plaza – After hours care Suite 2400, Pavilion 2050 Kenny Road 614-685-3357 | OSU Occupational Medicine CarePoint East 543 Taylor Ave, 2 nd Floor 614-688-6492 | OSU Occupational Medicine CarePoint West 86 N. Wilson Road 614-293-3500 |
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- Do not attempt to remove foreign objects from the eye or body. Seek medical attention immediately. If chemicals are splashed into the eyes, utilize an eyewash station to rinse eyes for 15 minutes before seeking medical attention.
- During repair, cleaning, or oiling machines and equipment MUST be shut off and locked out to ensure unauthorized startup does not occur.
- Neck ties, loose clothing, jewelry, gloves, etc. are prohibited around moving or rotating machinery. Long hair must be tied back or covered to keep it away from moving machinery.
- Do not attempt to work in a machine shop when tired, or “in a hurry”.
- All machines must be operated with all required/recommended guards and shields in place.
- A brush, hook or specialized tool is preferred for removal of chips, shaving, etc. from work areas. Never use hands to clear work areas.

- Keep fingers and hands clear of points of operation on shop equipment. Use specialized tools such as push sticks, pliers, clamps or hooks to maintain materials in place or move them through work areas. Never use rags near moving equipment/machinery.
- Damaged or broken equipment/tools must be removed from service and tagged "DO NOT USE", or something similar, to ensure tools/equipment are not used in an unsafe manner. Repairs must be made prior placing equipment back into service.
- Maintain shops in a clean and orderly manner.
- Keep the floor around machines clean, dry and free from trip hazards.
- Perform a brief inspection of the equipment prior to use to ensure it is in proper working order and free from any noticeable hazards.
- Food and drinks are prohibited in machine shop areas.
- Be aware of the Safety Data Sheet (SDS) for all chemicals used and stored in the machine shop.
- Ensure power cords are in adequate condition free from damage or fraying.
- Store oily rags in approved containers only.

Trainer:

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|---------------|--|
| Name (print): | |
| Signature: | |
| Date: | |

Trainee(s):

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|-------|--|------------|--|
| Name: | | Signature: | |
| Name: | | Signature: | |
| Name: | | Signature: | |
| Name: | | Signature: | |
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| Name: | | Signature: | |
| Name: | | Signature: | |

Appendix F – Equipment Specific Training

Equipment specific training documents an employee has been fully trained to operate certain types of tools/equipment within the shop.

To obtain certification:

- Equipment specific training must be provided by the shop supervisor or their designee who can demonstrate full competency on the equipment.
- The trainee/employee must complete the General Shop Information and General Shop Safety Training prior to equipment specific training.
- The trainer must provide:
 - An overview of the equipment
 - Hands-on training providing exact use of the equipment
- Employee must demonstrate competency to become certified to operate the tool/equipment.

Once complete, equipment specific training certification is permanent unless:

- Changes in the workplace render the previous training obsolete
- Changes in the type of shop equipment render the previous training obsolete
- The operator is observed using the equipment in an unsafe manner
- The operator has been involved in an accident or near miss.

Utilize the following page to document equipment specific training. Add additional equipment as necessary.

Equipment Specific Training – Proof of Training

Initial and date all applicable shop equipment.

| Tool/Equip. | Trainer Initials | Date | Tool/Equip. | Trainer Initials | Date |
|----------------------------------|------------------|------|----------------------------|------------------|------|
| Angle grinder | | | Power shear | | |
| Band Saw (free standing) | | | Radial arm saw | | |
| Belt/Disc sander (free standing) | | | Reciprocating saw | | |
| Bench grinder | | | Router | | |
| Chop / Miter saw | | | Shaper/molder | | |
| Circular saw | | | Surface grinder | | |
| Drill press (bench top) | | | Table saw | | |
| Drill press (free standing) | | | Vertical band saw | | |
| Enclosed CNC Machine | | | Water jet machine | | |
| Horizontal band saw | | | Welding/brazing (Hot Work) | | |
| Hydraulic/mechanical press | | | Other: | | |
| Jointer | | | | | |
| Laser cutting | | | Other: | | |
| Large drills | | | | | |
| Lathe | | | Other: | | |
| Manual brake | | | | | |
| Manual shear | | | Other: | | |
| Milling machine (bench top) | | | | | |
| Milling machine (free standing) | | | Other: | | |
| Nail guns | | | | | |
| Open CNC mill | | | Other: | | |
| Planer | | | | | |
| Plastic Injection molding | | | Other: | | |
| Power press brake | | | | | |

| Trainee Name (print): | Trainee Signature: | Date: |
|-----------------------|--------------------|-------|
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