

Appendix C

General Shop Safety Training

This document must be reviewed by all individuals who utilize student and employee shops.

- If you're unsure about the safe operation of a tool, stop what you are doing and seek help.
- All machines must be operated with the required guards and shields in place.
- Personal Protective Equipment (PPE) requirements for this shop are as follows:
 - Safety glasses must be worn at all times. Glasses must be labeled with the ANSI Z87 designation.
 - Individuals that wear prescription glasses must wear "over the glasses" safety glasses. Safety glasses worn over regular prescription glasses must be designed for that use.
 - Additional PPE may be required by supervisor.
 - Refer to PSU PPE program for additional information.
- The procedure for obtaining PPE is: **see the Coordinator or Monitor on duty.**
- Clothing: At a minimum, close-toed shoes that cover the entire foot are required in the shop. All clothing and hair should be secured in such a way that it can't become entangled in machinery. Rings, necklaces, wrist bands, long sleeve shirts, and other personal items that can become entangled in machinery must be taken off or secured.
- Never wear gloves when using rotating equipment. Gloves can become entangled in rotating machine parts and cause serious injury.
- Housekeeping. You are not permitted to leave the shop until after cleaning all shop equipment and work areas has been completed. You must properly dispose of all debris and waste materials by placing them in the appropriate containers (e.g. oily rags in approved metal container, trash in waste can). Shop equipment must be placed in the proper storage location.
- Machines must be turned off when cleaning debris.
- Machines shall only be serviced by shop supervisors/faculty members or other authorized employees.
- Do not use compressed air to clean clothing, hair, or aim at another person.
- Food and drink is only allowed in designated areas.
- Horseplay within shop areas is strictly forbidden.
- Keep your fingers clear of the point of operation by using special shop equipment or devices as needed. (An example would be the use of a push stick when making certain cuts with a table saw).
- Only shop equipment owned or rented by PSU are to be used.
- No personal shop equipment allowed.
- Shop or homemade shop equipment may not be used. "Shop/Homemade Tool" is a tool that can be bought commercially but is made at PSU or at a place of personal residence other than PSU.
- **Working alone:**
 - **Depending on the type of shop equipment required for the job, a monitor, supervisor or faculty member must be present. (See PSU Shop Equipment Hazard Classification Matrix)**

Additional shop or work area requirements, information or training can be added if necessary

Appendix C: Continued

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The majority of the equipment in this shop requires further instruction from the shop supervisor or a trained faculty member before you are allowed to operate the equipment.

Students disregarding shop rules or working unsafely will have their shop privileges suspended.

I have read the “General Shop Information” and the “General Shop Safety Training” documents and understand that I must follow all the above safety rules when working in this machine shop and not operate any equipment until I have been trained.

Student/Employee:

Print: _____

Signature: _____ Date: _____

Shop Supervisor/Faculty Member:

Print: _____

Signature: _____ Date: _____

Recordkeeping information:

- Shop supervisor/faculty member must keep a copy.
- A copy must also be provided to the student/employee.