

Appendix D

Equipment Specific Safety Training

This form documents that an individual has been trained to operate certain shop equipment.

The procedure is as follows:

1. The trainer must be a shop supervisor or faculty member at PSU.
2. The trainee must go through General Shop Safety Training before Equipment Specific Training can take place.
3. The trainer must provide an overview of the equipment and hands-on training regarding safe operation to the trainee.
4. Hands-on training may include, but is not limited to: completing a specific type of cut, completing a project, demonstrating proper setup of the equipment, shutting down the equipment, and/or demonstrating how to adjust machine guards.

This training certification is permanent unless any of the following occur:

1. Changes in the workplace render previous training obsolete.
2. Changes in the type of shop equipment used render previous training obsolete.
3. The operator has been observed using the equipment in an unsafe manner.
4. The operator has been involved in an accident or near miss.

The following page is a suggested format that can be used to document which shop equipment the individual has been trained on.

Other formats, such as a “wallet/license” card, may be used to show proof of training at the discretion of the shop supervisor.

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

Appendix D: Continued

Tool Specific Safety Training – “Proof of Training”

Initial & date all equipment the individual has been trained on and is permitted to operate.

<u>Tool</u>	<u>Trainer's Initials</u>	<u>Date</u>	<u>Tool</u>	<u>Trainer's Initials</u>	<u>Date</u>
<i>All users allowed with no monitor after training</i>			<i>Students allowed with monitor after training Faculty/staff allowed w no monitor after training</i>		
Vinyl Cutter			Enclosed CNC Router		
3D Printer			Belt/Disc Sander (Bench Top)		
Digitizer			Drill Press (Bench Top)		
Laser Cutter/Engraver (Bench Top)			Miter Saw		
Hand Drill (Cordless)			Reciprocating Saw (Cordless)		
Hand Jigsaw (Cordless)			Other:		
Other:					
			<i>All users allowed with Coordinator after training Faculty/staff allowed w no monitor after training</i>		
			Band Saw (Standing)		
			Table Saw		
			Other:		

<u>Student/Employee:</u> Print: Sign: Date:	<u>Trainer:</u> Print: Sign: Date:
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Recordkeeping information:

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