

Machine Shop Safety Program

<http://ehs.psu.edu/machine-shop-safety/overview>

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Who and what does this program apply to?

- This program covers all rooms that house shop equipment and are used for either:
 - Student instruction and/or the completion of tasks/assignments.
 - The completion of work tasks by PSU employees.

What are the key requirements of this program?

- Supervisors must:
 - Be thoroughly informed of the contents of this program and how it relates to their areas of responsibility and authority.
 - Ensure that all provisions of this program are implemented in the shop.
 - Investigate all injuries and incidents involving shop equipment within their work unit.
- Employees must:
 - Comply with all provisions of this program, including the use of personal protective equipment and machine guarding.
 - Promptly report any safety concerns related to shop equipment or shop/lab safety issues to their immediate supervisor/faculty member.
- Training Requirements:
 - Training consists of a three-step process.
 - A review of General Shop Information.
 - General Shop Safety Training.
 - Equipment Specific Training.
 - Retraining is required whenever:
 - Changes in the workplace render previous training obsolete.
 - Changes in the type of shop equipment used render previous training obsolete.
 - The operator has been observed using the equipment in an unsafe manner.
 - The operator has been involved in an accident or near miss.
- Monitoring Requirement:
 - Adequate monitoring of shop activities is necessary in order to minimize the potential for injury. Monitors must be designated by the work unit according to the program requirements.
- Machine Guarding Requirements:
 - Each piece of equipment must be properly guarded in order to help prevent injuries.
- Inspection Requirements:
 - A documented inspection performed twice a year by the shop supervisor.
- Recordkeeping Requirements:
 - Work units must maintain records of all training and inspections.

For additional information:

- Penn State Machine Shop Safety Program: <http://ehs.psu.edu/machine-shop-safety/overview>
- OSHA Regulations <http://www.osha.gov/>
 - 29 CFR 1910 Subpart O – “Machinery and Machine Guarding”
 - 29 CFR 1910 Subpart P – “Hand and Portable Powered Tools and Other Hand-Held Equipment”
 - A variety of American National Standards Institute (ANSI) safety standards pertaining to machine guarding.