

Shop Safety Guidelines/Checklist
MU Environmental Health and Safety

General Safety

1. Only authorized persons may use the shop. Specific hours of use must be determined. Minimum of two (2) persons must be present at all times while the shop is in use.
2. While working with another person, only one should operate the machine or switches.
3. All authorized persons must be trained on the safe operation of all equipment in the shop per manufacturer's instructions.
4. Always wear proper personal protective equipment (PPE), e.g., safety glasses, goggles, safety shields, appropriate for the type of work being performed when you or anyone else is operating a machine. Assure enforcement of use of PPE.
5. Each person must be trained on the proper use, limitations, etc., of PPE.
6. All PPE must be properly maintained and stored in a clean and sanitary condition ready for use.
7. Report all accidents and injuries to your supervisor immediately. Get first aid immediately for any injury.
8. Emergency phone numbers and procedures should be posted at or near telephones.
9. Emergency equipment (alarm pull stations, eyewashes, showers, etc.) must remain clear and unobstructed.
10. Assure all machines have effective and properly working guards, e.g., belt guards, shaft guards, blade guards, etc.
11. Replace guards immediately after any repairs or maintenance.
12. Assure pedestal machinery is securely anchored to the floor.
13. Do not attempt to oil, clean, adjust, or repair any machine while it is running.
14. Do not leave a machine while it is running.
15. Do not attempt to stop the machine with your hands or body.
16. Do not lean against the machines.
17. Assure that work and cutting tools on any machine are clamped securely before starting.
18. Get help when handling long or heavy pieces of material.
19. Concentrate on the work and the machines at all times. Do not talk unnecessarily while operating a machine. Do not talk to others while they are operating a machine.
20. Keep the floor area clear of chips, waste pieces, etc. Put them in a proper container designated for scrape.
21. Assure sufficient light to see clearly when doing any job.
22. Never use compressed air for cleaning machinery unless regulated to 30 psi or less.

Electrical

1. Maintain at least three (3) feet clearance in front of electrical panels/breaker boxes.
2. Assure electric hand tools are properly grounded/double insulated.
3. Keep the area free of electrical extension cords? All electrical equipment should be plugged directly into wall outlets.
4. Assure all cords/plugs are free from damage or deterioration.
5. Cover plates must be in place on junction boxes to eliminate exposed wiring.

Storage-Fire Prevention

1. Properly store all flammable and combustible liquids, aerosols, oily rags, etc.
2. All flammable/combustible liquids in excess of one day's operational supply must be kept in approved flammable materials storage (FMS) cabinets.
3. Clearance of at least 18 inches must be maintained below fire sprinkler heads.
4. There should be current Hot Work Permits displayed in welding areas.
5. All fire extinguishers and signs must be clearly visible, access clear and unobstructed and properly inspected (monthly) and maintained (annually).

Housekeeping

1. Keep floors free of oil, grease, or any other liquid and debris. Clean up spills immediately.
2. Aisles must be kept clear at all times.
3. Store materials so that they can not become tripping hazards. Return all excess materials to proper storage.
4. Put tools away when not in use.
5. Place all scrap in appropriate scrap containers.
6. Do not let saw dust and other combustible materials accumulate.
7. A routine housekeeping program should be established.

Proper Dress

1. Wear clothes suited for the job.
2. Wear short sleeves or sleeves rolled above the elbow.
3. Wearing of shorts is not allowed in the shop.
4. Open toed shoes are not allowed in the shop. Shoes must cover the entire foot to be acceptable. Leather is preferred.
5. If material is rough or sharp and gloves must be worn, handle the material only when machine is turned off. Always remove gloves before turning on or operating any machine.
6. Do not wear ties, rings, watches, bracelets or other jewelry that could get caught in moving machinery.
7. Long hair must be kept up at all times.