PennState Physical Plant

Program Highlights

MACHINE SHOP SAFETY

SEPTEMBER 2019

INTRODUCTION

The purpose of this program is to prevent injuries which may occur in a shop environment. The information included in this document shall be used by supervisors to create a shop safety program. The program is oriented towards work in student and employee shops, but many requirements also apply to work performed outside of formal shop environments.

TRAINING

As indicated in Appendix A, training requirements are determined by the hazard level category of the equipment to be used. "General Shop Information" must be reviewed and "General Shop Safety Training" must be provided to any individual who is to operate equipment regardless of the hazard category (low, medium, or high). "Equipment Specific Training" must also be provided if the equipment has been assigned a hazard level of either "medium" or "high".

The supervisor is responsible for providing General Shop Information, General Shop Safety Training and Equipment Specific Training found in appendix D. Employees are not permitted to use equipment without documented training or qualification.

INSPECTIONS

Employees shall inspect guarding prior to each use.

The shop supervisor shall complete an inspection of each shop under their authority twice a year.

> The form found on the EHS PSU Machine Shop Safety Program website, titled "Shop Safety Inspection Checklist" (or equivalent) shall be used.

KEY ELEMENTS

For employee shops, the door must be secured during non-business hours. Only trained & authorized employees may enter and perform work.

Each piece of equipment must be properly guarded in order to help prevent injuries

Appropriate PPE shall be worn when entering the shop.

REFERENCE

Machine Shop Safety

Committed to Safety Excellence