**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* All loose clothing, hair, and personal items must be restrained or secured in a manner which prevents entanglement in equipment. The following requirements apply to all University machine shops:

Clothing:

 • Long shirt sleeves must be pushed or rolled above the elbows when operating equipment that poses a risk of entanglement. (Such equipment includes but is not limited to lathes, mills, benchtop/standing drill presses, benchtop/standing belt sanders, and benchtop/pedestal grinders).

 • Gloves may not be worn when operating equipment that poses a risk of entanglement.

 • Hoodie strings must be safely restrained from equipment entanglement.

 • Shoes must be close-toed and cover the entire foot.

Hair:

 • Hair that is shoulder length or longer must be tied back behind the head in such a way that it eliminates any hair from becoming entangled in equipment.

 • Tying hair back behind the head may not be sufficient if the hair could swing to the front of the body when leaning forward. In this case, the hair would need to be secured higher/tighter similar to a “bun”. Alternatively, a tight-fitting head covering shall be worn (baseball cap, skull cap, hair net, or equivalent).

* Beards which extend to a point near the bottom of the neck or longer must be secured to eliminate an entanglement hazard when leaning over. Options for securing a beard include use of a beard bonnet, beard bandana, beard cover, or tucking the beard into a shirt.

Personal Items:

 • Rings, necklaces, earrings, wrist bands, watches, and other personal items that can become entangled in machinery must be taken off.

The Shop Supervisor or Principal Investigator has the authority to implement stricter clothing requirements if deemed necessary to ensure employee and student safety.

**Appendix C: Continued**

**General Shop Safety Training**

* 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**

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.