

# Shop Safety

## Overview - September 2022

The hazards associated with shop work require special safety considerations. Whether you work in a metal shop, wood shop, automotive shop, glass shop, electrical shop, etc., the potential hazards for personal injury are numerous.

Following safety procedures is the easiest and most effective way to protect yourself and your coworkers from painful injuries. Working safely also protects the tools that you use and the facility where you work from damage. (For example, using a screw driver as a chisel is both unsafe and destructive.) Safe operations foster a productive and healthy working environment.

### Campus Shop General Safety Guidelines

**Before beginning work, conduct a quick risk assessment of the area. Look for potential hazards and/or hazardous situations, find ways to eliminate or mitigate those hazards before beginning work.** Do this every time you enter the shop – it should be second nature

- Wear safety glasses with side shields at all times while in a shop.
- Never wear loose fitting clothing or jewelry when working in a shop.
- Never wear open toed shoes or sandals in a shop.
- Two persons must be present at all times in the shop when operating a mill or lathe.
- Whenever possible, two persons should be present in the shop at all times.
- Door to the shop must remain open or unlocked while using the shop.
- Users should sign in, or check in, with the shop supervisor before using the shop.
- Users must clean up area used every time work is finished. If you have not completed your project and must leave the shop you must clean area prior to leaving. Others may need to use the area in your absence.
- Students must clean and return all tools to proper location when finished.
- No tools are to be removed from shop without authorization.
- No horseplay allowed in shop. Do not distract anyone using equipment.
- Report all injuries immediately.
- Floor area where work was done must be swept after every use. Only authorized personnel are allowed in the shop. If you aren't sure if you're authorized to use the shop – you're not. Authorized personnel should complete shop specific safety training from the shop supervisor before working in the lab. All shop access and use should be coordinated through the shop supervisor.
- Safety is your top priority when using the shop. If you are not sure what you are doing, "ASK".
- Never attempt to use equipment without proper training on its operation, safety features, etc.

- Report broken or damaged tools, machines, or other equipment immediately to the shop supervisor; do not use broken or damaged equipment.
- Do not remove safety guards from equipment. If safety guards are missing or damaged, do not use the equipment until they are replaced or repaired.