

It is suggested that this TBT be presented once per year on the years between MSI training

Machine shops are an integral part of most DPW operations. These shops support the Municipality's infrastructure. Machine shops can pose a myriad of hazards that must be taken seriously. Many of the most frequently cited OSHA safety standards pertain to machine safeguarding. Nearly **45,000 machinery accidents occur each year** in industry, causing over 1,000 fatalities. Your safety Committee has developed these standard practices for all machine shops. Each shop should develop location-specific rules to be observed by all shop users.



General Machine Safety Best Practices

1. A machine designed for a fixed location must be securely anchored to prevent walking or moving.
2. No equipment is to be left running while unattended.
3. Any damage to the machines, tools, fixtures, etc. must be reported to a supervisor immediately.
4. Machines shall be stopped & de-energized before attempting to clear jammed work or debris.

Basic Shop Rules

1. Users must receive instruction on each piece of equipment prior to using it for the first time.
2. Make sure emergency contact numbers are posted and emergency response procedures are in place.
3. Operators should not wear loose clothing or jewelry. Long hair must be secured up.
4. No open-toed shoes or sandals.
5. Safety glasses are to be worn at all times while machines & tools are in use.
6. Cell phones, mp3 players, and other personal electronic devices must not be used when working at any machine.
7. Keep aisles and exit paths unobstructed at all times. Users are required to clean up all chips, dirt, oil, etc. produced by the use of any piece of equipment.
8. All tools must be cleaned and returned to the proper location when finished. No tools are to be removed from shop without authorization.
9. Users must not undertake any actions that may injure or distract other users or result in damage to equipment or the work of others. No horseplay allowed in the shop.
10. All injuries shall be immediately reported to the supervisor. Injury reports should be submitted via the injury reporting system

A combination of guards (rigid barriers) & devices (interlocks, stop buttons) must be used to protect against the hazards of:

- Point of operation - cutting edges
- Power transmission devices – belts, gears, chains, etc.
- Moving parts – rotary movement, in-running nip points
- Flying chips/materials

Attach to completed sign-in sheet

Presenter: _____

Date: ____/201__

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