**Appendix D**

**Equipment Specific Safety Training**

This form documents that an individual has been trained to operate certain shop equipment.

The procedure is as follows:

1. The trainer must be a shop supervisor or faculty member at PSU.
2. The trainee must go through General Shop Safety Training before Equipment Specific Training can take place.
3. The trainer must provide an overview of the equipment and hands-on training regarding safe operation to the trainee.
4. Hands-on training may include, but is not limited to: completing a specific type of cut, completing a project, demonstrating proper setup of the equipment, shutting down the equipment, and/or demonstrating how to adjust machine guards.

This training certification is permanent unless any of the following occur:

1. Changes in the workplace render previous training obsolete.
2. Changes in the type of shop equipment used render previous training obsolete.
3. The operator has been observed using the equipment in an unsafe manner.
4. The operator has been involved in an accident or near miss.

**The following page is a suggested format that can be used to document which shop equipment the individual has been trained on.**

**Other formats, such as a “wallet/license” card, may be used to show proof of training at the discretion of the shop supervisor.**

**Additional shop or work area requirements, information or training can be added if necessary**

**Appendix D: Continued**

**Tool Specific Safety Training – “Proof of Training”**

Initial and date all of the shop equipment that the individual has been trained on and is permitted to operate.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Tool** | **Trainer’s Initials** | **Date** | **Tool** | **Trainer’s Initials** | **Date** |
| Angle Grinders |  |  | Nail Gun (all types) |  |  |
| Band Saw (standing) |  |  | Open CNC mill |  |  |
| Belt/Disc Sander (Standing) |  |  | Planer |  |  |
| Bench Grinder |  |  | Plastic injection molding |  |  |
| Chop / Miter Saws |  |  | Power Press Brake |  |  |
| Circular Saw |  |  | Power Shear |  |  |
| Drill Press (Bench Top) |  |  | Radial Arm Saw |  |  |
| Drill Press (Standing) |  |  | Reciprocating Saw (cordless or corded) |  |  |
| Enclosed CNC Machine |  |  | Robot (Fully Enclosed) |  |  |
| Horizontal Band Saw |  |  | Robot (not fully enclosed) |  |  |
| Hydraulic/Mechanical Power Press |  |  | Routers |  |  |
| Jointer |  |  | Shaper/moulder |  |  |
| Laser cutting |  |  | Surface grinder |  |  |
| Larger than 3/8’’ drills (cordless and corded) |  |  | Table Saw |  |  |
| Lathes |  |  | Vertical Band Saw |  |  |
| Manual Brake |  |  | Water Jet Machining Center |  |  |
| Manual Shear |  |  | Welding/Brazing (See PSU Hot Work Program) |  |  |
| Milling Machines (Bench Top) |  |  | *Other:* |  |  |
| Milling Machine (Standing) |  |  | *Other:* |  |  |

|  |  |
| --- | --- |
| **Student/Employee:**  **Print:**  **Sign:**  **Date:** | **Trainer:**  **Print:**  **Sign:**  **Date:** |
|
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Recordkeeping information:

• Shop supervisor/faculty member must keep a copy.

• A copy must also be provided to the student/employee.