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Snapshots!

 **Machine Shop SafetyProgram**

[**http://ehs.psu.edu/machine-shop-safety/overview**](http://ehs.psu.edu/machine-shop-safety/overview)

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**Who and what does this program apply to?**

* This programs covers all rooms that house shop equipment and are used for either:
* Student instruction and/or the completion of tasks/assignments.
* The completion of work tasks by PSU employees.

**What are the key requirements of this program?**

* Supervisors must:
	+ Be thoroughly informed of the contents of this program and how it relates to their areas of responsibility and authority.
	+ Ensure that all provisions of this program are implemented in the shop.
	+ Investigate all injuries and incidents involving shop equipment within their work unit.
* Employees must:
	+ Comply with all provisions of this program, including the use of personal protective equipment and machine guarding.
	+ Promptly report any safety concerns related to shop equipment or shop/lab safety issues to their immediate supervisor/faculty member.
* Training Requirements:
	+ Training consists of a three-step process*.*
	+ A review of General Shop Information.
	+ General Shop Safety Training.
	+ Equipment Specific Training.
	+ Retraining is required whenever:
	+ Changes in the workplace render previous training obsolete.
	+ Changes in the type of shop equipment used render previous training obsolete.
	+ The operator has been observed using the equipment in an unsafe manner.
	+ The operator has been involved in an accident or near miss.
* Monitoring Requirement:
	+ Adequate monitoring of shop activities is necessary in order to minimize the potential for injury. Monitors must be designated by the work unit according to the program requirements.
* Machine Guarding Requirements:
	+ Each piece of equipment must be properly guarded in order to help prevent injuries.
* Inspection Requirements:
	+ A documented inspection performed twice a year by the shop supervisor.
* Recordkeeping Requirements:
	+ Work units must maintain records of all training and inspections.

**For additional information:**

* Penn State Machine Shop Safety Program: <http://ehs.psu.edu/machine-shop-safety/overview>
* OSHA Regulations <http://www.osha.gov/>
* 29 CFR 1910 Subpart O – “Machinery and Machine Guarding”
* 29 CFR 1910 Subpart P – “Hand and Portable Powered Tools and Other Hand-Held Equipment”
* A variety of American National Standards Institute (ANSI) safety standards pertaining to machine guarding.