



## **Machine/Woodworking Shop The Basic Rules**

- 1. Eye protection or face shields are required when working in the shop.**  
A selection of protective goggles and safety glasses are available in the shop. The eyeglasses must meet the ANSI Z87.1 standard for use.
- 2. Do not work alone**  
When at all possible, use the “buddy” or “two-man” system in order to have someone present in the shop in case of an accident. Report all injuries to your supervisor. Utilize the following link for guidance on accident reporting
- 3. Report all injuries to your supervisor.**  
The supervisor must then report to UK Workers Care by calling 1-800-440-6285. For more information see OHS reporting your accident at the following link.  
<http://ehs.uky.edu/ehs/ohs/accident.html>
- 4. No food or drink allowed in the shop area.**
- 5. Always ensure the safety of yourself and others in the shop.**  
Be aware of your surroundings.
- 6. Always wear closed-toe shoes in the shop.**  
*Shoes will help protect your feet from injury. Best practice would be for employees working in the shop to wear steel-toed shoes. Also leather shoes are preferred when welding.*
- 7. Remove or secure anything that might get caught in moving machinery.**  
*Rings, necklaces, long hair and loose clothes that get caught in tools can drag you along.*
- 8. Keep your hands away from moving parts.**  
Use push sticks or some other approved methods to keep hands/fingers away from moving blades. Securely clamp all work pieces when using drill press and milling machines.
- 9. Machines and equipment shall be operated only by personnel specifically qualified and/or trained.**  
When in doubt, seek advice and help from those more experienced in the operation. All training must be documented.
- 10. Clean up after yourself.**  
*Before you leave the shop each day all tools must be returned to the toolbox, the machine cleaned and wiped down and the floor swept. Leave 10-15 minutes for minutes for cleanup.*



## **SAFE USE OF TOOLS AND EQUIPMENT**

Approved tools and equipment shall be used at the \_\_\_\_\_ Shop. Defective tools or equipment must never be used. Such equipment must be reported immediately to the Machine Shop Safety Administrator so that it can be repaired or replaced.

### **General Use:**

The following are requirements for the safe use of tools and equipment:

1. Installation, alterations, repairs or substitution of tooling and equipment is to be accomplished only by personnel authorized by the Machine Shop Safety Administrator.
2. No makeshift tools or short-cut methods may be used unless authorized by the Machine Shop Safety Administrator.
3. All guards must be in place before a machine is started.
4. Equipment subject to periodic inspection and/or test shall not be used until such inspection or test has been verified as accomplished for the current period.
5. Safety switches or devices shall not be blocked, tampered with, or altered in any manner.
6. Unauthorized use of wood-working, metal-working, and other powered tools and equipment is prohibited.
7. No equipment or machine shall be used if it has been "tagged" out of service. Switches that are "tagged" frequently control machines on which people are making repairs, and their lives may be endangered should the machine be started.
8. Compressed air shall not be used for cleaning purposes except where reduced to less than 30 psi and then only with effective chip guarding and personal protective equipment.



### **General Safety Guidelines for Hand Tools**

- Use tools that are in good condition. Any defective tool shall be taken out of service. All tools shall be properly cleaned after use and cutting tools shall be kept sharp.
- **Hammers:** Before using a hammer, check the head for a tight fit. If the hammer has a cracked head or a loose or cracked handle, return it to the tool crib for replacement. Hammers that have burrs, loose chips, or signs of mushrooming shall not be used.
- **Wrenches:** Use the correct wrench based upon the job/task that will be performed. Pull rather than push on the handle of the wrench. Do not place extensions on wrench handles for more leverage. Use the proper sized wrench.
- **Knives:** Keep your hands and the knife handles clean, dry, and free of grease. Do not place knives on shelves or table edges where they might fall. Keep the blade in a sheath when the knife is not in use.
- **Pliers:** Wear eye protection when using pliers to clip wire ends. Hold the wire and pliers so that the ends, when snipped, are directed towards the ground.
- Impact tools, such as drift pins, wedges, and chisels, shall be kept free of mushroomed heads.
- Ensure wooden handles of tools are kept free of splinters or cracks and kept tight on the tool.
- Appropriate personal protective equipment should be worn due to hazards that may be encountered while using portable power tools and hand tools.
- Floors should be kept as clean and dry as possible to prevent accidental slips.

### **General Safety Guidelines for Power Tools**

- Understand the power tool. Always follow manufacturers recommendations for use of equipment.
- Avoid dangerous environments. Do not use your power tool in the presence of explosive atmospheres (gaseous fumes, dust or flammable materials). Remove materials or debris that may be ignited by sparks.
- Keep work area clean and well lit. Cluttered, dark work areas invite accidents.
- Dress appropriately. Do not wear loose clothing or jewelry. Wear a protective hair covering to contain long hair. Keep hands and gloves away from moving parts.
- Use safety equipment. Everyone in the work area should wear safety goggles or glasses with side shields complying with ANSI Z87.1. Wear hearing protection during extended use and a dust mask for dusty operations.
- Protect others in work area from debris such as chips and sparks. Provide barriers or shields as needed.
- Secure work. Use a clamp, vice or other practical means to hold your work securely, freeing both hands to control the tool.



- Use the right tool. Do not use a tool or attachment to do a job for which it is not recommended. For example, do not use a circular saw to cut tree limbs or logs.
- Use proper accessories. Using non-recommended accessories may be hazardous. Be sure accessories are properly installed and maintained. Do not defeat a guard or other safety device when installing an accessory or attachment.
- Check for damaged parts. Inspect guards and other parts before use. Check for misalignment, binding of moving parts, improper mounting, broken parts and any other conditions that may affect operation. If abnormal noise or vibration occurs, turn the tool off immediately and have the problem corrected before further use. Do not use a damaged tool. Tag damaged tools "DO NOT USE" until repaired. A guard or other damaged part should be properly repaired or replaced.
- Do not force the tool. Your tool will perform best at the rate for which it was designed. Excessive force only causes operator fatigue, increased wear and reduced control.
- Do not overreach--maintain control. Keep proper footing and balance at all times. Maintain a firm grip. Use extra care when using the tool on ladders, roofs, scaffolds, etc.
- Maintain tools carefully. Keep handles dry, clean and free from oil and grease. Keep cutting edges sharp and clean. Follow instructions for lubricating and changing accessories.
- Store idle tools. When not in use, store your tool in a cool, dry, secured place with the control switch in a locked position.
- Always plug tool into a **Ground Fault Interrupter Circuit (GFIC)** when using in a damp work environment.

