

Machine Shop Safety Tips & Safety Guidelines

GENERAL SAFETY TIPS

- Safety glasses with side shields must be worn at all times.
- Do not wear loose clothing, loose neckwear or exposed jewelry while operating machinery.
- Do not work alone. The buddy system is mandatory!
- Pull back and secure long hair.
- Do not wear thin fabric shoes, sandals, open-toed shoes, and high-heeled shoes.
- A machinist's apron tied in a quick release manner should be worn ideally.
- Always keep hands and other body parts a safe distance away from moving machine parts, work pieces, and cutters.
- Use hand tools for their designed purposes only.
- Report defective machinery, equipment or hand tools to the lab manager.

SAFETY GUIDELINES:

1. If guards or safety mechanisms are present do not remove or disable them.
2. Do not attempt to oil, clean, adjust, or repair any machine while it is running. Stop the machine and lock the power switch in the "OFF" position.
3. Do not operate any machine unless authorized to do so by the policy and procedures currently in place.
4. Do not set up or operate machinery if you are not trained and familiar with that setup.
5. Even after the power is off, do not leave the machine until it has stopped running. Someone else may not notice that it is still in motion and be injured. Do not leave a machine until it has come to a complete stop.
6. Do not try to stop the machine with your hands or body.
7. Check tools and machines before use to assure they are safe to use.
8. Always see that work and cutting tools on any machine are clamped securely before starting to work.
9. All setscrews should be of the flush or recessed type. If they are not, move with caution when near them. Projecting setscrews are very dangerous because they may catch on sleeves or clothing. The same goes for chuck jaws on a lathe, they are very dangerous especially when extended near the outer limits.
10. Only one person should operate a given machine and its switches.
11. Do not lean against a machine.
12. Concentrate on the work and do not talk unnecessarily while operating the machine.
13. Do not talk to others when they are operating a machine. A distraction may lead to an injury.
14. Do not walk behind people operating a machine; you may bump them by accident or startle them and cause an accident.
15. Always remove gloves before turning on or operating any machine. If material is rough or sharp and gloves must be worn, place or handle material with the machine turned off.
16. Do not leave tools or work on the table of a machine even if the machine is not running. Tools or work may fall off and cause toe or foot injury.
17. Use a brush to remove short, discontinuous types of chips--not hands, fingers, or rags.

18. Use a pair of pliers to remove chips, especially the long, stringy type.
19. Never handle chips with your bare hands or fingers. Chips are extremely sharp and can easily cause cuts.
20. Never use compressed air to clean any machine.
21. Never use compressed air to clean your clothes or yourself. If using compressed air to clean a part, point the air hose down and away from yourself and other persons. Never wear gloves or use rags to clean the work piece or any part of a machine that is running. Rotating tools or parts can grab gloves and rags and pull you into the machine.
22. Stop the machine tool to make speed and feed changes that require the shifting of a gear lever.
23. Always use correct speeds and feeds. A broken tool becomes a hazard and can cause great personal injury.