

Shop Safety Training Form

Shop Name _____
Hours of Operation _____

Shop Supervisor _____
Phone _____
Email _____

Shop dress requirements: To ensure your safety eye protection must be worn at ALL times when you are in the shop. No loose clothing including ties, necklaces, floppy sleeves, jewelry, etc. Long hair must be tied up in a bun. Shoes must be close toed. Pants must be worn (no shorts) and long sleeves must be roll up past the elbows.

Shop Rules

1. Think through the entire job before starting. Ask the Shop Supervisor if you are ever unsure for any reason
2. Tools and Machines may only be used by **AUTHORIZED PERSONNEL**; if you see unauthorized individuals in the shop, report it to the shop supervisor immediately.
3. Only work with tools and machines that you have been authorized to use. If there is a particular tool you would like to use, ask the shop supervisor.
4. Do not use equipment if you are tired, using any medication or under the influence of drugs, alcohol, etc.
5. **NEVER** work in the shop alone. The shop may only be used during normal shop hours and under direct supervision.
6. Safety guards **MUST** be in place at all times, ensure guides and fences are tight.
7. Whenever possible secure you work with a clamp, strap or other means as directed by the Supervisor. NEVER hold the work down with your hand.
8. **NEVER** make adjustments or modifications to the equipment unless authorized by the Supervisor. This includes moving or removing safety guards, changing belts or blades or applying lubricant.
9. Report damaged safety guards, machines and tools to the Shop Supervisor. Warn other in the shop that the machine is damaged and should not be used.
10. Keep you work areas clean; do not place tools and materials on the machine table. Chips and debris must be swept up after you are done.
11. Use compressed air (not your hands) to clean chips and debris located near blades, bits and other areas where you could be injured by using your hands. Air PSI must **NEVER** exceed 30 PSI
12. Put tools away when you are done using them; wrap up electrical cords.
13. Only one person may work on a machine at a time.
14. Keep blades covered as much as possible.
15. **NEVER** leave a machine unattended or leave materials in the machine. Remember to **REMOVE THE CHUCK KEY** before starting your work.
16. Heavy sanding or painting must be done in well ventilated area.
17. **NEVER** push a cutter towards any part of your body
18. **NEVER** make heavy cuts with planers, jointers, and routers
19. Plywood and particleboard must **NOT** be worked with the jointer or planer
20. Do not work small pieces on power machinery use hand tools.
21. **NEVER** remove metal chips, turnings, or shavings with your hands.
22. **NEVER** use compressed air without a safety nozzle to clean machines or clothing.
23. No running or horseplay
24. No eating or drinking in the shop area
25. Report **ALL** injuries (even small ones) to the Shop Supervisor or Facility Manager
26. The First Aid Kit is located _____
27. The Eyewash Station/Flush is located _____

I have read and understand the rules and procedures outlined in this document:

Signature _____ Date: _____

Shop Safety Training – Hands on Instruction

Equipment	SOP & Safety Reviewed	Hands On Training Provided	Supervisor Initials	Date Trained
Abrasive Cut-Off Saw	<input type="checkbox"/>	<input type="checkbox"/>		
Band Saw – Horizontal	<input type="checkbox"/>	<input type="checkbox"/>		
Band Saw - Vertical	<input type="checkbox"/>	<input type="checkbox"/>		
Belt Sander	<input type="checkbox"/>	<input type="checkbox"/>		
Belt/Disc Sander	<input type="checkbox"/>	<input type="checkbox"/>		
Bench Grinder	<input type="checkbox"/>	<input type="checkbox"/>		
Break	<input type="checkbox"/>	<input type="checkbox"/>		
Chop/Miter Saw	<input type="checkbox"/>	<input type="checkbox"/>		
CNC Enclosed	<input type="checkbox"/>	<input type="checkbox"/>		
CNC Open	<input type="checkbox"/>	<input type="checkbox"/>		
Disc Sander	<input type="checkbox"/>	<input type="checkbox"/>		
Drill Press	<input type="checkbox"/>	<input type="checkbox"/>		
Horizontal Mill	<input type="checkbox"/>	<input type="checkbox"/>		
Jig Saw	<input type="checkbox"/>	<input type="checkbox"/>		
Jointer	<input type="checkbox"/>	<input type="checkbox"/>		
Lathe	<input type="checkbox"/>	<input type="checkbox"/>		
Oxy-Acetylene Torch	<input type="checkbox"/>	<input type="checkbox"/>		
Panel Saw	<input type="checkbox"/>	<input type="checkbox"/>		
Planer	<input type="checkbox"/>	<input type="checkbox"/>		
Press	<input type="checkbox"/>	<input type="checkbox"/>		
Radial Arm Saws	<input type="checkbox"/>	<input type="checkbox"/>		
Router	<input type="checkbox"/>	<input type="checkbox"/>		
Scroll Saw	<input type="checkbox"/>	<input type="checkbox"/>		
Shear	<input type="checkbox"/>	<input type="checkbox"/>		
Skill Saw	<input type="checkbox"/>	<input type="checkbox"/>		
Table Saw	<input type="checkbox"/>	<input type="checkbox"/>		
Robotic Equipment	<input type="checkbox"/>	<input type="checkbox"/>		
Vertical Mill	<input type="checkbox"/>	<input type="checkbox"/>		
Water Cutter	<input type="checkbox"/>	<input type="checkbox"/>		
Welder – Arc	<input type="checkbox"/>	<input type="checkbox"/>		
Welder-Mig	<input type="checkbox"/>	<input type="checkbox"/>		
Welder – Tig	<input type="checkbox"/>	<input type="checkbox"/>		
Welding – Plasma	<input type="checkbox"/>	<input type="checkbox"/>		
Other	<input type="checkbox"/>	<input type="checkbox"/>		