

Environmental Health & Safety Policy and Procedure

Subject: Academic Machine Shop Safety	Date : 03/25/2021
EH&S Program: Occupational Safety	Next Review:
Scope: University wide	Original : 12/12/2011

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Policy:

All academic machine shops provide for the safe handling and use of machine/tools through safety requirements including, but not limited to, access controls, training, work rules, and procedures.

Definitions:

Independent Authorized User: A person qualified to work in a Machine Shop. This person must have (*please check B.2 for specific instructions for students):

- Stony Brook University ID
- Successfully completed specific shop course or otherwise approved by the supervisor
- Successfully completed EH&S course EOS 029 Machine Shop Safety
- Signed Machine Shop Safety Rules (or other equivalent documents) and agree to abide by all rules

Academic Machine Shop: An academic workshop or area, including a research or teaching laboratory, where power tools are used. These tools include, but not limited to, electrical hand tools (such as drills, grinding machines, and impact drivers), lathes, milling machines, table saws and drill presses.

Personal Protective Equipment (PPE): Equipment worn to minimize exposure to hazards that may cause serious workplace injuries and illnesses. Personal protective equipment may include items such as gloves, safety glasses and shoes, earplugs or muffs, hard hats, respirators, or coveralls, vests, and full body suits.

Hand tool: a tool held in the hand and operated without electricity or other power.

Procedures:

A. Responsibilities

1. Supervisor must:

- a. Enforce the EH&S and shop specific "Machine Shop Safety Rules" (or other equivalent documents).
- b. Maintain records, which include:
 - 1) Training records for the shop specific safety training
 - 2) Safety agreements signed by students
 - 3) Sign in book showing who is using equipment as appropriate

- 4) Safety Data Sheets (SDSs) and chemical inventory for all hazardous materials in the shop
- 5) Accident / injury forms for any accident that occurs in the area
- c. If emergency shut off switches or buttons are available on hazardous machines (such as a lathe), ensure they are visible, accessible, and functioning.
- d. Enforce the use of Personal Protective Equipment (PPE) by everyone working on or near the tools and ensure the PPE is appropriate for the hazards. The *Machine Shop Tool Risk Assessment* in Appendix 2 can be used for the assessment.
- e. Maintain (documented, *The Equipment Maintenance/ Repair Log* in Appendix 1 can be used) and regularly inspect all equipment for safe operating conditions, adjustments and repairs in accordance with the manufacturer's information. The *Machine Shop Inspection Checklist* in Appendix 3 can be used as part of the inspection. This inspection includes:
 - 1) All power cords
 - 2) Machine guards and safeguarding devices
- f. Establish Lock-Out Tag-Out (LO/TO) procedures during servicing and/ or maintenance of machines and equipment.
- g. Provide instruction on machine/tool use to all users according to manufacturer's requirements. The Machine Shop Tool Risk Assessment in Appendix 2 can be used as part of this training. At a minimum, this training includes:
 - 1) The function, location and use of controls
 - 2) Specific startup and stopping procedures
 - 3) A safe method for installing, removing, and adjusting tooling
 - 4) The location and method for installation and adjustment of protective devices and guards, and method to test the proper function
 - 5) Safe working procedures
 - 6) How to report if there is any apparent defect, damage, malfunction or inconsistent or unpredictable performance of the machine/tools
 - 7) Any specific training recommended by the manufacturer
 - 8) Methods to identify when equipment is "out of service", when appropriate
 - 9) Location of safety/emergency supplies (eyewash station, fire extinguisher, etc.)
 - 10) How to prepare and respond to emergencies.
- h. Determine who can make minor repairs to machines/tools or take machines "out of service" until repairs are made by qualified technician/staff.
- i. Keep doors to shop locked or secured when no one is working.

j. Investigate all accidents and near-miss incidents and ensure timely correction of unsafe conditions.

B. Procedure

- 1. Only independent authorized users can work with machines and tools (see definition above).
- 2. Working alone:
 - a. Undergraduate students* are prohibited from working with tools unless there is an independent authorized user trained for using this specific tool presents.
 - (*Exception: students hired specifically for working in the shop, and are fully trained by the supervisor)
 - b. Graduate students and Postdoctoral associates discuss their planned activities with their Principal Investigator (PI) and supervisor prior to conducting work alone. This practice is permitted only after a <u>risk</u> assessment.
- 3. Appropriate attire working with hazardous machines and equipment:
 - a. No loose garments
 - b. Long pants
 - c. Closed-toe shoes
 - d. No jewelry, rings, hanging earrings, neckties, chains, hoodie drawstrings, etc.
 - e. Shoulder length or longer hair must be tied up and secured (not hanging), or in a hat or hair net
- 4. Wear appropriate PPE as designated by the supervisor and in accordance with *Machine Shop Tool Risk Assessment* in Appendix 2.
- 5. Any personal tools brought by students/staff are inspected by supervisor before they are permitted to be used in the shop.
- 6. All applicable policies, procedures and instructions for working with the tools are followed. Non-compliance will result in loss of "independent authorized user" status. User may no longer be allowed to work in the machine shop based on the supervisor's discretion.
- 7. Machine guards are kept in place while operating equipment, when appropriate. If machine guards need to be adjusted or removed under special circumstances, permission is granted by the supervisor. Once the task is completed, machine guards are returned to their original position.
- 8. Do not leave a machine running unattended unless designed for that purpose.
- 9. The use of any personal electronic device is prohibited while operating power driven equipment, apparatus or hand tools.

- 10. Tools may not be used in an unsafe manner. Use right tools for the right job. Always consult the supervisor for troubleshooting or other uncertainties with a machine/tool. Follow the department Lock-Out Tag-Out (LO/TO) procedures if any equipment or hand tool in need of repair.
- 11. Before working with any machine/tool, ensure the work area is clean, and free of debris and clutter.
- 12. Maintain good housekeeping. Items are not placed where they may cut or fall on someone, into a machine, or where they may cause a tripping hazard. Sharp-edged or pointed tools are sheathed or stored in tool boxes.
- 13. When working with solvents, resins or other chemicals, students, faculty and staff complete ELS 002 Lab Safety Chemical Hazards and ENV 001 Hazardous Waste Management. Be aware of the hazards associated with each chemical. Review safety data sheets (SDSs) and manufacturer instructions prior to use. Minimize the potential for exposure using available controls, and collect chemical waste as required (EH&S Hazardous Waste Management policy).
- 14. Report all accidents (https://ehs.stonybrook.edu/programs/laboratory-safety/laboratory-emergencies/accidents-injury-reports).
- 15. Every machine shop is required to have:
 - a. A door sign stating: "Authorized Personnel Only" (<u>Laboratory Emergency</u> <u>Information template</u> can be used)
 - A fire extinguisher available in close proximity to the shop this is generally located in the corridor (any questions, please contact EH&S Fire Safety)
 - c. Emergency eyewash if the eyes of any person may be exposed to injurious corrosive materials.
 - d. Emergency phone numbers posted (including emergency numbers of University Police and the supervisor)
 - e. Rules specific to the machine shop, operating manuals or other equivalent resources of each piece of equipment be readily available to all users.
 - f. Compressed air guns (if available) be reduced to 30 psi or less (reduce pressure at compressor *OR* use safety nozzle)

Forms:

- A. Equipment maintenance log (Appendix 1)
- B. Machine shop risk assessment (Appendix 2)
- C. Machine shop safety audit (Appendix 3)
- D. Student accident form

(https://www.asa.stonybrook.edu/asa/asaforms/Department/EHS/Document/EHS
D0333)

E. State employee injury/illness incident report (https://www.asa.stonybrook.edu/asa/ASAForms/Department/HRS/Document/SUSB3019)

F. Research foundation work-related employee injury/illness incident Report

(https://www.asa.stonybrook.edu/asa/ASAForms/Department/HRS/Document/HRSSF0122)

G. Laboratory emergency information

(https://ehs.stonybrook.edu/programs/laboratory-safety/laboratory-emergencies/Laboratory%20Emergency%20Information%20Template.pdf)

Policy Cross Reference:

Control of hazardous energy (lockOut/tagOut)

Hazardous waste management

Laboratory safety policy

Working alone in research labs

Relevant Standards/Codes/Rules/Regulations/Statutes:

- A. Occupational Safety and Health Administration (OSHA)
 - 1. 29 CFR 1910. xxx
 - a. 212 Machinery and machine guarding
 - b. 243 Hand and portable powered tools and other hand-held equipment
 - c. 147 The control of hazardous energy (lockout/tagout)
 - d. 242(b) Compressed air guns
 - e. 144 Safety color code for making physical hazards
 - f. 151 Medical and first aid
- B. American National Standards Institute (ANSI)
 - 1. ANSI B11.0-2010

Safety of machinery – general requirements and risk assessment

- 2. ANSI B11.6-2001 (R2007)

 Safety requirements for manual turning machines with or without automatic control
- 3. ANSI Z308.1-2014

Minimum requirements for workplace first aid kits and supplies

4. ANSI Z87.1-2015
American national standard for occupational and educational personal eye and face protection devices.

C. NFPA 79 (2015) Electrical standard for industrial machinery

References and Resources:

NA

APPENDIX 1. Equipment Maintenance Log

Equipment description:					
Serial Number:	Model Number:				
Date	Action Taken/ Comments	Initials			

This log should be kept at or near the equipment at all time, and must be made available requested by EH&S.

APPENDIX 2. MACHINE SHOP RISK ASSESSMENT

This list is not all-inclusive. Not all hazards will apply to a particular machine/tool. Always refer to the manufacturer's instruction manual for specific information.

Hazard Class	1	2	3	4	5
Power	Low power hand/small bench	Medium power tools	Powerful portable and	Light industrial tools	Large industrial tools
	tools (2-4 amp @ 120 VAC,	(1/4 to 1/2 hp; <10 amp	small benchtop tools	(typically benchtop;	(manual and NC-
	<9V cordless)	@120 VAC; 14-18V	(<1/2 hp; 10-15 amps	>1/2 hp, pneumatics,	controlled)
		cordless; specialized	@ 120 VAC; 24-36V	hydraulics)	
		enclosed NC- computer	portable, pneumatics,		
		tools)	hydraulics)		
Common Examples	Dremel tool	• Jig Saw	 Circular saw 	 Small bandsaw 	Full sized milling
	 Cordless drill under 18V 	• Corded devices <1/3 hp	 Hand held belt 	 Small drill press 	machine
	Palm Sander	• 18-24V cordless drill	sander	 Small/benchtop 	Full sized metal lathe
	 Soldering iron/gun 	 Laser cutter/engraver 	 Framing nailer 	milling machine	Table saw Radial arm
	Heat gun	Thermal foam cutter	• ½ hp geared drill	 Small/benchtop lathe 	saw
	Hot melt glue gun		 Reciprocating saw 	Belt/disc sander	 Large drill press
			• >18V cordless tool	 Horizontal saw 	 Large band saw
	• Chop/miter saw • Scroll saw		Surface grinder		
			Router	Sewing machine	Large jointer/planer
			Mini-lathe	Planer/jointer	Shaper/molder
			Angle grinder	Bench grinder	• Power shear
			 Small press 	•	 Industrial press
Potential Injuries	Cuts	As for Class 1, plus:	As for Class 2, plus:	As for Class 3, plus:	As for Class 4, plus:
	Eye injuries	Lacerations	Severe bleeding	Entanglement	Immediately life
	Abrasions Minor burns	Punctures	Minor amputations		threatening injury or
	Minor struck-by flying objects	Minor crushing injuries	Minor entanglement		death
	Electric shock				
Potential Severity	Low:	Medium: First Aid or	High: Immediate emergency room visit;		Highest: Serious injury
	First Aid	minor injury; requiring	Permanent disability of disfigurement		or death
		emergency room visit			

Task	Hazard	Danger Zone	Risk Reduction Methods
Workpiece clamping	Crushing	Between fixed and moving part including work	
		clamping (chuck or tailstock) and tool magazine	Safeguarding:
Whipping bar stock	Crushing	Either end of spindle	Guards: Fixed, interlocked, adjustable, moveable
Moving axis	Shearing	Between tool/spindle and table	Devices: Movable barrier devices; Light
Spindle or tool running or cutting	Cutting or severing	At spindle or tool	curtains/beam device; Two-hand operating
Part feeding	Entanglement	By moving part including bar feed and tool magazine	lever, trip and control device; Safety mat
Rapid travel of table or spindle	Drawing in or	Envelope of movement of workpiece on table	device Awareness: Barriers; Signals; Safety signs
head	trapping	axes or tool in spindle head	Other measures: Safe-distance guarding
Moving or rotating tool	Entanglement/	By moving parts	Equipment:
	entrapment		Emergency Stop device (palm or push
	Impact	At spindle or tool	button) Safety blocks, locking pins or
	Stabbing or puncture	At sharp tool faces	limiting pins
Maintenance or repair	Electrical contact	Direct or indirect contact with normally live parts	Slide locks
	(direct or indirect)	Near moving parts	Work holding equipment
	Crushing	Electrical noise	Process malfunction, detection &
	Cutting	Electrostatic discharge	monitoring equipment
	Trapping	Arc flash hazard	Safety interface/relay modules
		Improper wiring or grounding	Shields
		Liquid or wet locations	Enabling devices
		Overvoltage or overcurrent	Hold-to-run controls
		Insulation failure (vibration or thermal cycling)	Measures for isolation and energy dissipation Information and
Control system failure:	Crushing	Dropping or ejection of a mobile part of the	<u>Training:</u> Signage Instruction
Modification of control system	Shearing	machine or of a workpiece clamped by the	Operating Manuals
Defect or failure of one or	Cutting	machine	Safe Work
several components of the	Severing	Failure to stop moving parts	Procedures
control system	Entanglement	Machine action resulting from defeating or	Supervision
Variation or failure in power	Trapping	failure of safeguarding devices	Permit-to-work system
supply to control system	Impact	Uncontrolled speed change	Personal Protective Equipment
Inappropriate selection, design	Puncture	Unintended or unexpected start-up	. c. coa. r occourse Equipment
or location or control devices	Electrical contact		

This list is not all-inclusive. Not all hazards will apply to a particular machine. Always refer to the manufacturer's instruction manual for specific information. Based on Yale EH&S Student Shop Safety Policies & Procedures, ANSI B11.0 and B11.

APPENDIX 3. MACHINE SHOP INSPECTION CHECKLIST

Loc	ration:	Date:			
Sho	pp Supervisor: Inspected By:				
Gen	eral Safety		Not appli	cable to th	is Shop□
1.	Do employee(s)/student(s) have SBU ID?		□Yes	□No	□N/A
3.	Is the student(s) authorized to work alone?		□Yes	□No	□N/A
4.	Are the employee(s)/student(s) appropriately dressed for	or working on machines?	□Yes	□No	□N/A
5.	Did the employee(s)/student(s) successfully complete El Safety?	H&S (On-Line/Live) Machine Shop	□Yes	□No	□N/A
6.	Did the student(s) read the "Machine Shop Safety Rules' Safety"?	" and sign the "Machine Shop	□Yes	□No	□N/A
7.	Did the student(s) receive proper safety training by macusing or they are in the process of receiving training?	hine shop supervisor prior to	□Yes	□No	□N/A
8.	Long loose hair must be contained in a scarf, under a ca	p or other fashion when	□Yes	□No	□N/A
	operating machinery.	•			
9.	Loose clothing, loose neck wear and jewelry are not being	ng worn when operating or in	□Yes	□No	□N/A
	close.				•
10.	Are safety signs (danger, warning or caution, etc.) poste	d where necessary?	□Yes	□No	□N/A
11.	Is an "Authorized Personnel Only" sign posted?	-	□Yes	□No	□N/A
12.	Is student(s) access limited to regular hours of operation	n if appropriate?	□Yes	□No	□N/A
13.				□No	□N/A
14.	14. Are there manufacture's manual or other reference manuals available?		□Yes	□No	□N/A
Hous	sekeeping Inspect all shop areas for the following:		Not applic	able to th	is Shop□
15.	Is the shop floor free from slip, trip, and fall hazards (wa	iter, oil, debris, etc.)?	□Yes	□No	□N/A
16.	Are shop materials, including scrap, stored in a safe mar	nner?	□Yes	□No	□N/A
17.	Are shop tools safely stored away and not left on machi	nes?	□Yes	□No	□N/A
18.	Are oily rags stored in appropriate metal containers?		□Yes	□No	□N/A
Elect	trical Safety Inspect all power tools, machinery, electrical receptacles and ex	xtension cords for the following:	Not applic	able to th	is Shop□
19.	Have damaged, defective equipment been removed from prongs, cut/pinched cords, etc.)	m service? (Ex. missing ground	□Yes	□No	□N/A
20.	Are hand-held power tools either grounded or marked a	os "double insulated"?	□Yes	□No	□N/A
21.	Are GFCIs used in wet or damp locations?	as adubic irisulated :	□Yes	□No	□N/A
22.	Is the area free of recognized electrical hazards that are	likely to cause death or serious	□Yes	□No	□N/A
	physical harm? (Ex. missing knockouts, missing circuit b				
	covers, exposed live electrical components, open/unloc				
				L	

23.	Are circuit breaker panels unobstructed?	□Yes	□No	□N/A	
24.	Extension cords rated for "heavy duty"?	□Yes	□No	□N/A	
25.	Extension cords in good condition? (i.e. no missing ground prongs, cord not damaged)	□Yes	□No	□N/A	
26.	Extension cords protected from damage? (i.e. not run through doors, windows, on floors	□Yes	□No	N/A	
	where			,	
Eyev	vash Stations Inspect all eye wash stations for the following:	Not applic	cable to th	is Shop□	
27.	Is the required eye wash station available?	□Yes	□No	□N/A	
28.	Eyewash flushed on a weekly basis?	□Yes	□No	□N/A	
29.	Eyewash station ready to use? (i.e. access not blocked)	□Yes	□No	□N/A	
30.	Eyewash station clearly labeled?	□Yes	□No	□N/A	
31.	Eyewash station functioning properly? (i.e. water flows at the appropriate rate)	□Yes	□No	□N/A	
Fire :	Safety Inspect flammable liquids and combustibles and other fire issues for the following:	Not applic	able to th	is Shop□	
32.	Flammable liquids (total load >25 gallons) stored in approved flammable liquid cabinets?	□Yes	□No	□N/A	
33.	Flammable liquid cabinets located away from ignition sources and exits?	□Yes	□No	□N/A	
34.	Combustibles minimized and stored properly (i.e. at least 3' away from ignition sources,	□Yes	□No	□N/A	
	not violating proper ceiling clearances)?				
35.	Exits, corridors, stairways, and aisles unobstructed?	□Yes	□No	□N/A	
36.	Exits, where not obvious, marked with appropriate exit sign(s)?	□Yes	□No	□N/A	
Haza	rd Communication Inspect hazardous chemical products for the following:	Not applicable to this Shop□			
37.	Is there a chemical inventory list of all hazardous chemicals readily available?	□Yes	□No	□N/A	
38.	Are Safety Data Sheets (SDS) readily available for all hazardous materials in the shop?	□Yes	□No	□N/A	
39.	Are all hazardous substances properly labeled, used and stored?	□Yes	□No	□N/A	
40.	Are satellite accumulation areas properly maintained?	□Yes	□No	□N/A	
41.	Is universal waste (used florescent bulbs/batteries) labeled and stored properly?	□Yes	□No	□N/A	
Mac	hinery Inspect each piece of machinery for guarding and safety issues:	Not applic	able to th	is Shop□	
42.	Are all machines and rotating equipment properly adjusted and guarded?	□Yes	□No	□N/A	
43.	Are all machines free of debris?	□Yes	□No	□N/A	
44.	Are all machines securely anchored to prevent "walking"?	□Yes	□No	□N/A	
45.	Do dust-generating tools and machinery have adequate controls to minimize dust?	□Yes	□No	□N/A	
46.	Are all emergency shut-off switches, brakes, etc. working properly and labeled?	□Yes	□No	□N/A	
47.	Is there a hook or a brush available to remove debris from machinery?	□Yes	□No	□N/A	
Pers	ersonal Protective Equipment Inspect all PPE use:		Not applicable to this Shop□		
48.	Are safety glasses made available to visitors before entering the shop area?	□Yes	□No	□N/A	
49.	Is PPE available and being worn by shop personnel and students?	□Yes	□No	□N/A	
50.	Are signs for PPE use posted?	□Yes	□No	□N/A	
Com	pressed Air	Not appli	cable to th	is Shop□	
51.	Is compressed air used for cleaning regulated to 30 psi?	□Yes	□No	□N/A	
52.	Clothes are not being cleaned (dusted off) with compressed air?	□Yes	□No	□N/A	

Wel	ding/Cutting (Hot Work) Inspect welding/cutting areas for the following:	Not applic	able to thi	s Shop□
53.	Are protective screens or dividers provided to protect against welding arc, sparks and	□Yes	□No	□N/A
	slag?			
54.	Is the area free from flammables and combustible materials?	□Yes	□No	□N/A
55.	Are welders wearing appropriate clothing and PPE to protect from sparks, slag, and UV	□Yes	□No	□N/A
	light?			
56.	Is there adequate ventilation in the area?	□Yes	□No	□N/A
57.	Are the welding leads in good condition?	□Yes	□No	□N/A
Com	pressed Gas Cylinders Inspect all compressed gas cylinders for the following:	Not applic	able to th	is Shop□
58.	Oxidizers and fuel gases in storage separated by at least \square 20 feet or by a \square 5-foot wall	□Yes	□No	□N/A
	with a 30-minute fire resistance rating (if not supplied on demand) (Exception: oxygen			
	and acetylene)?			
59.	Are individual cylinders labeled as to their contents?	□Yes	□No	□N/A
60.	Cylinders properly secured by a chain or stand to prevent tip over and damage?	□Yes	□No	□N/A
61.	Oxygen/acetylene cylinders in use securely fastened to prevent them from failing or	□Yes	□No	□N/A
	being knocked over?			
62.	Regulators removed and replaced with cylinder caps when not "in use"?	□Yes	□No	□N/A
63.	Are all regulators at 0 psi when off?	□Yes	□No	□N/A
Ove	rhead Cranes, hoists, etc. Inspect all cranes, hoists, chain falls, etc. for the following:	Not applic	able to thi	s Shop□
64.	Rigging (i.e. slings, shackles, etc.) in good condition? (no broken strands, kinking, damage,	□Yes	□No	□N/A
65.	Are chains & hoists inspected in accordance with manufacturer's requirements?	□Yes	□No	□N/A
66.	Are load capacity signs clearly posted?	□Yes	□No	□N/A
67.	Crane/hoist and the lift path properly barricaded?	□Yes	□No	□N/A
68.	Hard hats available and used during lifts?	□Yes	□No	□N/A