

# Shop Safety Training Checklist

Shop Supervisor: \_\_\_\_\_

EID: \_\_\_\_\_

Department: \_\_\_\_\_

The University requires documentation that all machine shop operators have received site specific shop training. This training is provided by your shop supervisor or their designee.

It is the shop supervisor’s responsibility to ensure all employees and students are trained. This training must be provided initially and:

- Whenever there is a near miss, accident, they do not operate the machine safely.
- Whenever a new piece of equipment is received in the shop and requires training.

Environmental Health and Safety (EHS) recommend periodic refresher training every two years.

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	Yes	No	Not Applicable
<b>Review the following:</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
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<b>General</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
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1. Shop policy on after hours work			
2. Shop policy on buddy system			
3. Shows how to safely work with machines			
4. Inspects guards and all safety devices prior to start of machine			
5. Shop Safety Rules have been discussed and understood			
6. Discussion of inspection of stock prior to placing in machine			
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<b>Personal Protective Equipment</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
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7. Hearing protection requirements when working on machine(s)			
8. Eye protection requirements when working on machine(s)			
9. Face protection requirements when working on machine(s)			
10. Respiratory protection requirements when working on machine(s)			
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<b>Emergency Procedures</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
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11. How to respond to an emergency including injury or fire			
12. How to respond to machine malfunction (malfunctioning guards, etc.)			
13. How to stop machine in an emergency (location of e-stop)			

