

Safe Operating Procedure

(12/03)

MACHINERY AND EQUIPMENT USAGE IN SHOPS

- Machinery and equipment shall be set up and used in accordance with instructions in the equipment manual. A copy of the equipment manual should be kept on file in a readily accessible location for operators to refer to. It is recommended a back-up copy be kept in a secure location, in case the accessible copy is lost.
- Secure machinery in place to prevent tipping.
- Assure machinery is properly guarded. Guards are needed for point of operation, in running nip points, rotating parts such as belts and gears, and flying chips or sparks. Keep guards in place during equipment operation. Contact EHS for assessment of guarding, if needed.
- Keep equipment clean and in good repair. If equipment is broken, label it “Do Not Use” and take action to get it repaired or replaced.
- Make sure equipment maintenance is done by trained personnel. All energy sources should be disabled for maintenance. If the equipment is a plug-in item, it should be unplugged. If it is hard-wired, or if there are other energy sources, appropriate Lock-out/tag-out procedures should be used prior to maintenance.