

## DuPage County Environmental, Safety, Health & Property Loss Control Program Maintenance Shop Safety

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**Purpose:** A maintenance shop is not so much a dangerous place as a *potentially* dangerous place. The best way to be safe is to be able to identify shop hazards before they result in an injury. By being aware of potential danger, you can better make safety a part of your work in the shop.

**Policy:** The first step toward maintenance shop safety is to know how to operate the machines; therefore, no one should be operating any of the machines without the proper training.

**Procedure:** The following is a list of maintenance shop rules procedures, practices applicable to anyone entering the shop either as an operator, helper, or just passing through:

- No smoking at any time.
- Safety glasses are to be worn at all times.
- Safety shoes are to be worn at all times.

**Machinery:** All free standing machines such as drill press, band saw, table saw etc. must be mounted securely on the floor, benches or foundations to prevent excessive vibration or tipping.

### **When operating or assisting on a machine:**

- Shirts should have short sleeves or long sleeves should be rolled tightly.
- Shirts should be tucked in at all times.
- Shop aprons, if worn, must be tied at all times.
- No gloves are to be worn, except when high speed or friction sawing with the band saw.
- No jewelry such as watches, rings, bracelets, necklaces, chains, etc. are to be worn.
- If you have long hair, tie it or restrain it with a hairnet. If hair is simply tucked inside a hardhat, it can come loose and get caught in moving parts. Even a long beard can be a hazard in a machine work environment.
- No spectators (distractions) while working on a machine.
- Know how to quickly locate the emergency stop and start controls on all machinery in your work area.
- Do not enter welding area if curtain is closed.

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### Pneumatic Tools:

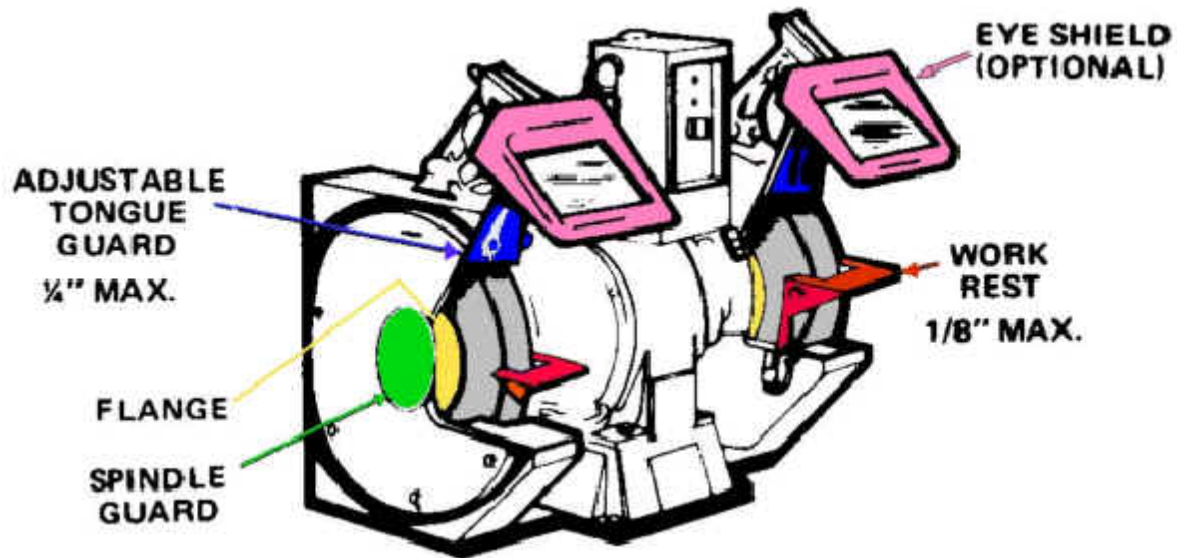
- Compressed air hoses shall not be used for hoisting tools etc.
- Compressed air shall not be used to dust or clean off clothing
- Safe operating pressure for hoses and tools must not be exceeded.
- Special caution must be taken when using a pneumatic grinder not to exceed RPM rating of disc.
- Compressed air nozzles must be the safety type that limits pressure and equipped with relief vents.

### Grinders

- Refer to picture below
- Pedestal Bench Grinders must be permanently mounted to the floor.
- Enclosures for grind wheels are required and must cover at least 75% of the wheel
- Tool rests shall be kept 1/8" (inch) from the wheel and gap distance shall be adjusted for wheel wear. Use furnished Safety Scale to confirm proper adjustment.
- The adjustable tongue guard at the top of the wheel cover is used it should be no more than ¼ inch from wheel. Use furnished Safety Scale to confirm proper adjustment.
- The abrasive wheel, disc, etc. shall meet or exceed the maximum RPM rating of the grinder.
- Immediately before mounting, all wheels shall be closely inspected by the user to assure the wheels have not been damaged.
  - Any wheel that shows damage or has been dropped on a hard surface shall not be used.

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### Electric Tools:

- All guards and safety features furnished with the hand power tools shall remain in place and not be removed when in use.
- Electric power tools must be double –insulated type, or provided with proper grounding connections (ground prong must never be removed from cord plug or plugged into adapters not equipped with a grounded connection).
- Electric cords of tools and extension cords shall never be used to hoist or lower tools, etc.

### Hand Tools:

- Hand tools must be inspected for defects by each employee prior to use.
- Tools found defective such as splintered handles, loose heads shall be removed from service and repaired or replaced.
- Tools shall only be used for the purpose for which they are intended. i.e. never use a screw driver as a pry bar or a wrench as a hammer.
- Heads on cold chisels should not have mushroomed heads. If so they must be removed from service, properly ground or replaced.

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### Clean-Up Operations:

- Dirty and oily rags must be stored in a closed metal container emptied nightly.
- Clean up wood and metal chips with a brush, never use a rag.
- Clean up cutting and lubricating oil spills immediately.
- Never use compressed air to clean off clothing.