

## SHOP POLICY

### GENERAL

There are common hazards associated with the use of shop equipment and tools. This document sets forth the minimum safe work practice requirements for Rancho Campana High School (“RCHS”) shops. This policy is applicable to any shop, lab or other campus facility (“Shop”) that possesses tools or machinery for the purpose of fabrication (i.e. wood, metal, plastic, etc.) including, but not limited to the PAC Scene Shop and the Engineering Computer Lab. It is intended to ensure the safety of students, faculty & staff who may work within the shop. **Failure to follow proper shop safety procedures can result in serious injury or death. Report all injuries to the Shop Supervisor immediately.**

### SAFE WORK PRACTICES

1. **Authorized Use.** Never Use a Machine If You Are NOT Trained – Always Get Training Before Operating Any Machinery. Do not operate any item of equipment unless you are familiar with its operation and have been authorized to operate it by the Shop Supervisor. If you have any questions regarding the use of equipment, ask the Shop Supervisor.
2. **Personal Protective Equipment & Attire.** Always follow both the general shop guidelines and specific machine guidelines in regards to personal protective equipment and attire. Failure to follow these guidelines may result in injury or death.
  - a. **Never Wear Open-Toe Shoes - Closed-Toe Shoes That Cover the Entire Foot Are Required in the Shop.**
  - b. **Never Work Without Proper Eye Protection - Always Wear Appropriate Safety Glasses, Goggles or a Full Face Shield.**
  - c. **Never Work with Loose Hair, Loose Clothing, Gloves, Ties, Scarves or Loose Jewelry, etc. – Always Remove or Secure Anything That Might Get Caught in Moving Machinery. Never use a rag near moving machinery. LONG HAIR MUST BE TIED BACK!**
  - d. **Wear appropriate clothing for the job (i.e., do not wear short sleeve shirts or short pants when welding).**
  - e. **Hand protection in the form of suitable gloves should be used for handling hot objects, glass, or sharp-edged items, but never worn when operating rotating machinery.**
  - f. **Hearing protection should be worn in certain areas of the shop, when loud equipment is in use, as specified by the Shop Supervisor.**
  - g. **First Aid and Eye Washing Stations Are Indicated by Shop Signage.**
  - h. **Personal Headphones / Ear Buds Are Not Allowed to be Worn in the Shop.**



3. **Machine Guarding.** Never Remove Safety Guards – They are Present for a Reason. All machines must be operated with all required guards and shields in place. You must ensure that safety guards are in place on moving parts before you start working.

4. **Standard Operating Procedures.** Standard Operating Procedures (SOP's) must be maintained for each piece of machinery in the shop. SOP's must be based on the recommendations of the manufacturer and should list the specific hazards associated with the machine as well as recommendations for safe use. In general:
- Think through the entire job before starting.
  - All work should be properly secured before using hand or power tools.
  - Before starting a machine, always check it for correct setup and always check to see if machine is clear by operating it manually, if possible.
  - Keep fingers clear of the point of operation of machines by using special tools or devices, such as push sticks, hooks, pliers, etc. Never use a rag near moving machinery.
  - A brush, hook, or special tool is preferred for removal of chips, shavings, etc. from the work area. Never use your hands.
  - A hard hammer should not be used to strike a hardened tool or any machine part. Use a soft-faced hammer.
  - All machine tools and equipment that are out-of-adjustment, broken, damaged or otherwise deemed unsafe must be removed from service and reported to the Shop Supervisor, then locked out until properly repaired.
  - Never make adjustments to a machine when it is in operation. Ensure power is off, equipment is properly locked out and safety devices are in place. Before making adjustments always talk to the Shop Supervisor.
  - Obey all machine-specific operating instructions and safety precautions including hearing protection, use of lasers and pinch-points.



5. **No Working Alone.** Never Work Alone – Always Use the “Buddy System”. The Shop Supervisor must be in the shop when power tools are being used.
6. **Never Use a Machine When Impaired - Be Sober and Smart.** This includes when you are sick, tired, stressed or hurried to work carefully or on medication that could make you drowsy.
7. **Never Start Work If You Cannot Do the Job Safely- Just Don't Do It.**
8. **Never Be Shy to Seek Help –Always Ask.** If you're unsure about the safe operation of a tool or any aspect of a job, ask the Shop Supervisor. Exercise common sense before starting work.
9. **Never Indulge in Horseplay, Running or Boisterous Behavior in the Shop.**
10. **Chemicals, Paints & Solvents.** Follow all appropriate precautions when working with solvents, paints, adhesives, or other chemicals. Many chemicals and solvents are toxic and/or highly flammable. Use appropriate protective equipment. Finishing materials (paints, solvents and stains) should only be used according to manufacturer instructions and in the proper locations. Brushes, rags and waste must be promptly taken care of in the correct manner.
11. **Dangerous Materials.** If you have not worked with a particular material before, check the hazardous material safety data sheets (MSDS) for any specific precautions to be taken while working with the material.

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**12. Never Leave Your Work Area a Mess – Always Clean Up After Yourself.** Before you leave your worksite all tools must be returned to their proper location, the machine cleaned and wiped down and the floor swept. Leave 10-15 minutes for cleanup at the end of your job. **All users are responsible for active participation in clean-up activities as assigned by the Shop Supervisor.**

## **SUPERVISION, TRAINING & AUTHORIZATION**

- 1. Shop Supervisor.** It is the responsibility of the Shop Supervisor to comply with the operating practices listed in this document and to ensure a safe working environment. Shop Supervisors must be experienced and competent in the safe use of all tools and machinery in the shop. OSHA defines “Qualified” as - one who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.
- 2. Training.** Do not operate any piece of equipment unless you are familiar with its operation and have been authorized to operate it by the Shop Supervisor. Shop users must complete training commensurate with their use of the shop that ensures for the safe and proficient use of tools and machines. The training sessions will be provided or coordinated by the Shop Supervisor. The Shop Supervisor periodically observes operators and conducts refresher training as needed, and/or when a process or equipment changes. If you have any questions regarding the use of equipment, ask the Shop Supervisor.
- 3. Access & Authorization.** Use of the RCHS Shop is a privilege. Access to the Shop is controlled and managed to meet all of the rule & regulations herein for the safety of all users. The Shop Supervisor is responsible for controlling Shop access and restricting or prohibiting it as needed. The Shop Supervisor is responsible for setting and maintaining the hours of operation.
- 4. Learning Environment / Policy Enforcement.** First and foremost, the RCHS Shop is a learning environment. Any user determined by the Shop Supervisor to be violating any of the policies herein or impeding the learning experience of another user may be removed from the shop temporarily or permanently. All Shop use that constitutes a class may also have a teacher or instructor acting as Shop Supervisor, and may have its own supplemental rules, such as No Cell Phones Allowed. All additional class-specific rules are hereby incorporated into this document, the violation of which may be grounds for temporary or permanent removal from the Shop.

## **ACKNOWLEDGEMENT**

**I HAVE READ THIS AGREEMENT CAREFULLY AND I UNDERSTAND AND ACCEPT THE OBLIGATIONS WHICH IT IMPOSES UPON ME WITHOUT RESERVATION. I SIGN THIS AGREEMENT VOLUNTARILY AND FREELY. I UNDERSTAND THAT ANY FAILURE ON MY PART TO ABIDE BY THE RULES OF THE SHOP MAY RESULT IN MY TEMPORARY OR PERMANENT EXPULSION FROM THE SHOP.**

<b>Shop User</b>	<b>Parent or Guardian</b>	<b>Shop Supervisor</b>
_____ Signature	_____ Signature	_____ Signature
_____ Print Name	_____ Print Name	_____ Print Name
_____ Date	_____ Date	_____ Date

Execution of this agreement by the Shop Supervisor indicates that provisional assess the Shop has been granted.