Machine Operators Safe Practices

General Area or Specific Job Safety Class

Date Prepared

Preparer

General/Manufacturing Department

• Report all unsafe conditions to the supervisor or safety coordinator.
• Report all accidents, injuries and illnesses to the supervisor or safety coordinator.
• In the event of a fire, call for supervisor or sound alarm.
• Upon hearing the alarm, stop work safely, turn off machine and evacuate to the parking lot immediately. If the way is blocked, evacuate to the street through the office area.
• Only trained and identified workers may attempt to respond to a fire or other emergency.
• No horseplay or use of intoxicating substances is allowed on the premises.
• No smoking allowed in manufacturing area.

Machine Operators

Workplace Safety Conditions:

• Machines must be turned off and locked out before cleaning or replacing worn tools.
• Safety guards and shields must be in place when machines are operating.
• Operators must verify at the beginning and end of the shift that the ventilation system is working properly (gauge at 100).
• Operators must notify maintenance immediately when:
  - The ventilation system is not working properly.
  - The cutting oil is not properly draining from machines.
Safe Work Practices:

- Do not operate machines with damaged or worn cutting tools.
- Keep floor surfaces in work area clean and dry.
- No food or drinks are allowed in the vicinity of the machines.

Personal Protective Equipment:

- Safety glasses must be worn in the shop.
- Safety (steel-toed) shoes must be worn in the shop.
- Ear plugs must be worn during machine cutting operation.