



The Shop Safety Policies and Procedures document covers fundamental policies, procedures and safe work practices that all shop users must follow. Each shop user must be provided a copy of these policies and procedures, review them, understand them and have an opportunity to ask questions about the content of this document. Once the review is complete, the shop user and shop manager must sign off that the fundamental shop user safety training and orientation has been completed.

**SHOP SAFETY WORK POLICIES:** The following policies apply to departments that own and manage shop facilities:

- Only persons who are “Authorized” by a Shop Manager may work in restricted areas of a shop unescorted.
- A person becomes “Authorized” as indicated by need of their work duties, and approval from their immediate Supervisor, PI or Instructor combined with a Shop Manager’s agreement that they possess the training and qualifications for safe work in the shop. This is documented using Attachment 1 – *Shop Orientation & Fundamental Safety Training Form*. Authorization is done for each and every shop. Authorized access to another shop is only given by that Shop Manager’s documented authorization.
- Shop Managers define and maintain a “Restricted Area” within their shop that only “Authorized Persons” may enter and work unescorted.
- Shop Managers determine the appropriate safe-work training needs for their shop, and assure that all “Authorized Persons” in the shop have received the orientation and training to their shop.
- All shops must support the **Active Caring Stop Work Policy** when unsafe work is witnessed. Everyone is responsible to exercise this policy when observing unsafe work conditions or practices. If you see unsafe behavior or activities, don’t hesitate to use the Active Caring Stop Work Policy and immediately speak up and stop unsafe work.
- All shop personnel must resist “hurry-up” pressure and work methodically and safely. Take the time, and get the help needed to do a job the ‘safe way’.

**SHOP SAFETY WORK PROCEDURES:** The following apply to fundamental safe shop work procedures related to access, attire, personal protective equipment, equipment operation and emergency / life safety considerations. Shop Manager’s must review these safe procedures with all new users prior to authorizing access to the shop facility.

### **ACCESS, ATTIRE AND PERSONAL SAFETY**

- *Report all injuries, spills or potential emergencies to the Shop Manager or Shop Monitor immediately* – all injuries and incidents must be attended to immediately
- *Report equipment malfunction or damage to the Shop Manager or Shop Monitor immediately* – damaged or malfunctioning equipment must be safely locked out and tagged / labeled that it is no longer in service.
- *Use the “buddy” system; never work alone* - Shop access and work in restricted areas is during designated hours only when Shop Manager’s or Shop Monitor’s are present and available. Working solo outside of ‘supervised hours’ is strictly forbidden and may result in revocation of shop privileges.
- *“Actively Care” for your fellow shop users* – use the Active Caring Stop Work Policy to remind other’s that their unsafe actions may be putting themselves and others at risk. Safe work procedures are the responsibility of all shop users.
- *Restrain long hair* – Long and medium length hair (touching shoulder), including long facial hair, must be tied back and contained to prevent entangling in rotating equipment or catching on fire from sparks and flames.
- *Wear long pants and close-toed shoes* – shorts, flip-flops, sandals, scarves, and loose clothing are prohibited in the shops restricted work area.
- *Remove loose jewelry* – remove and safely store loose bracelets, necklaces and watches.
- *Store food and drinks in designated areas* – do not eat or drink in restricted work areas.
- *Store cell phones and other personal electronic devices* – do not use cell phones or MP3 players in restricted work areas.



# Shop Safety Policies and Procedures

## University of California Santa Cruz



### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- *Wear eye protection (safety glasses) at all times in the shop restricted area* – additional eye / face protection may be required for some equipment and operations as determined by the Shop Manager. “Regular” prescription eye glasses do not provide adequate protection from flying projectiles or hazardous substances.
- *Select and use protective gloves based on the hazard* – material handling gloves or chemical resistant gloves may be necessary for designated operations. Check with the Shop Manager or Shop Monitor for further details.
- *Select and use respiratory protection for procedures that generate particulates or other airborne hazards* – N-95 masks (two strapped “dust” mask) can be used on a voluntary basis for protection from dusts and particulates. The masks must be properly worn, maintained and stored for them to be effective. Individuals with facial hair cannot get an adequate seal and should not wear tight fitting respiratory protection. Half-mask air purifying respirators (rubber or silicone masks) require training, medical certification and fit testing through EH&S. Use of local exhaust ventilation (shop ventilation system) and HEPA filtered power tools greatly reduces the need for respiratory protection in many cases. These engineering controls should be used whenever possible to reduce exposure to airborne hazardous materials. Check with the Shop Manager and Shop Monitor for further details.
- *Select and use hearing protection devices when working with tools or equipment that create sound level hazards* – Ear plugs or ear muffs can be used to decrease exposure to hazardous sound levels. Note – Ear-muffs cannot be used safely when using safety glasses as the temple bars interfere with the fit and seal of the ear muff to the head. When safety glasses are used, ear-plugs should be selected to decrease exposure to hazardous sound levels.
- *Wear hard hats or bump caps when overhead banging or falling hazards exist* – Designated work activities that create overhead or falling hazards may require head protection.

### **EQUIPMENT OPERATION**

The operation of any and all shop equipment requires prior hands on training and documented approval by the Shop Manager. Only persons authorized and trained by the Shop Manager for the specific piece of equipment they are permitted to use may operate that equipment. Use Attachment 2 - *Shop Equipment and Tool Training Qualification Record* to document hands on equipment specific training. Improper use of equipment or use of equipment without training may result in loss of access privileges to the shop facility.

### **SAFE WORK PRACTICES**

The following safe work practices must be followed at all times.

- *Maintain clean and organized work areas* – poor housekeeping and clutter create tripping hazards, exposure concerns, and cause emergency exiting obstructions. Keep your work area clean.
- *Use manual methods or suction devices to clean off dirt, dust and particulate from skin or clothing and/or wear protective shop coats or attire to prevent contamination on clothing or skin* – Do not use compressed air to blow debris off clothing or skin
- *Dispose all hazardous waste in appropriate containers through the Campus EH&S Waste Disposal program* – do not dump hazardous wastes down the drain or into the regular trash

### **EMERGENCY / LIFE SAFETY**

Emergencies can happen at any time. Prior planning and understanding key response procedures must be reviewed prior to new user’s working in the shop. Shop Manager’s and/or Shop Monitor’s must review the following emergency response procedures with all new shop users.

- *Review the location and/or how to access Safety Data Sheets* – Safety Data Sheets (SDS) provide key information about hazardous materials including details about their physical and chemical properties, fire hazards, toxicity information and recommended PPE. Current SDS can be accessed through the EH&S web site at [ehs.ucsc.edu](http://ehs.ucsc.edu).
- *Review the location and use of fire alarm pull stations and fire extinguishers*
- *Review the location of primary emergency exits, evacuation routes and evacuation assembly points*
- *Review the location of a phone that can be used to call 911 if necessary*
- *Review the location and use of the emergency eyewash / safety shower equipment*
- *Review the location of the shop First Aid Kit*