

THUNDER BAY REGIONAL RESEARCH INSTITUTE STATEMENT of POLICY and PROCEDURE			
Manual:	Joint Health & Safety	SPP No.	JH 2.08
Section:		Issued:	May 6, 2011
Subject:	MACHINE SHOP – Access and Usage	Effective:	May 6, 2011
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Issued by:	Joint Health & Safety Committee	Dated:	May 6, 2011

POLICY

This policy outlines the safety, access approval process, and training requirements, for the Thunder Bay Regional Research Institute's (TBRI) Machine Shop, located within TBRI's facilities at ICR Discoveries.

PURPOSE

The purpose of this policy is to ensure that the Machine Shop is operated in the safest possible manner and that only qualified employees/students (those who have received training) are granted access to the Machine Shop facilities.

ACCESS

All individuals who require access to the TBRI Machine Shop for work related projects (termed "applying individuals" herein) must receive prior approval from their Supervisor and the Shop Supervisor. Written confirmation must be forwarded to HR for recording. Appropriate training must also be conducted and documented before approval is granted. Once approval is granted, the individual is deemed an "authorized individual" for access to the Machine Shop.

The Machine Shop is available for use to authorized individuals between 9am and 5pm, Monday to Friday. Access above and beyond these times must be approved in advance and in writing by an employee's/students Supervisor and the Shop Supervisor. A copy must be forwarded to HR for recording.

Students are not allowed to use machinery alone. The Shop Supervisor must be present, or students are required to work in pairs.

For access rights to the Machine Shop, please contact the Shop Supervisor – contact information as posted outside the Machine Shop.

DUTIES OF THE SHOP SUPERVISOR

The Shop Supervisor is responsible for:

- Teaching proper shop usage and safety
- Replacing and having broken tools repaired
- Removing tools and locking out equipment in need of repair
- Providing assistance to authorized individuals as required
- Keeping the Machine Shop safe and in order

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- Enforcing the rules of the Machine Shop

TRAINING

All applying individuals must receive basic Machine Shop training from the Shop Supervisor before entering the Machine Shop.

Basic training will include proper shop and equipment usage and safety procedures. Applying individuals are only allowed to use equipment that they have been specifically trained on.

All applying individuals must complete the Fire Safety Training for ICR Discoveries.

All training must be completed and received by HR before an applying individual is deemed an authorized individual and before access is granted to the Machine Shop.

ACCIDENTS/INCIDENTS/FIRST AIDS

All Injuries/accidents must be reported immediately to the Shop Supervisor and treated in accordance to the procedures outlined in Policy SPP HR 2.09 - Absences, section "Sickness or Injury- Work Related".

A First Aid Kit and First Aid Log Book are available at the entrance of the Machine Shop. All First Aids are to be treated by a certified First Aider, when necessary, and in accordance to the procedures outlined in Policy SPP JH 2.09.

All First Aid incidents (no matter how minor) are to be reported in the First Aid Log Book.

Eye wash stations are available in the Machine Shop. Please make note of their location.

Fire extinguishers are available in the Machine Shop. Please make note of their location.

APPROPRIATE PPE

Approved Safety Glasses must be worn at all times while in the Machine Shop. Safety glasses are available at the entrance to the Machine Shop.

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Add a face shield or wear impact resistant goggles if flying particles are expected during the machining process.

Approved ear protection is to be worn when operating high sound level equipment. Ear protection is available at the entrance of the Machine Shop.

Appropriate foot wear is to be worn in the Machine Shop. No open toed shoes or sandals are permitted. Safety toe caps are available at the entrance of the Machine Shop.

Safety guards and shields are to be kept in place at all times and replaced when broken. They cannot protect you if they are removed or not in proper working order.

Do not wear gloves while operating machinery. Holding objects with a rag near moving Machinery is also NOT permitted. Gloves, rags, etc. can be easily caught in machines that are in motion, pulling the operator into the equipment.

Appropriate clothing is to be worn while working in the machine shop. Loose or baggy clothing (such as ties, long t-shirts, lanyards, long hair) that can easily get entangled with the machinery, are to be secured properly before use. All jewelry is to be removed.

Additional approved PPE is to be worn when working with certain substances – consult the MSDS for guidance.

Further information in regards to the appropriate use of PPE can be found in SPP JH 2.03.

HOUSEKEEPING

Those who have been granted access to the Machine Shop facilities must return their tools to the proper area when finished and ensure that their work area is clean and orderly.

All machines and work areas are to be cleaned after each use. Tools used are to be returned to the original location. Tools are not to be removed from the Machine Shop under any circumstance.

A brush or vacuum is to be used to clean up chips/shavings/dust. Keep the floor around your work area clean of cuttings and fluids to prevent slips and falls.

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Dirty shop rags must be placed in the approved metal containers provided in the Machine Shop. Oily or otherwise contaminated rags pose as a fire hazard.

The Machine Shop is not a depository for junk. Any project or other material left in the Shop will be discarded, unless special permission is obtained from the Shop Supervisor.

GENERAL SAFETY PROCEDURES

Tools and materials should not be left hanging over the edges or work benches or machinery as they can easily be knocked off causing injury or damage.

Hands are to be kept clear of moving parts while equipment is in motion. Machines must be completely stopped before handling moving parts or the work piece.

Machinery is not to be left running or unattended. You must be at the controls of the machine you are using whenever it is in motion.

Never use compressed air to blow chips or dirt off clothing or hand. Never direct compressed air at nearby employees.

Cutting oil is for cutting. Lube oil is for lubricating. There is a difference. Please be sure to ask for assistance if you are not sure.

Any type of breakage or damage to the tools is to be reported to the Shop Supervisor immediately. Do not attempt to make repairs to the machines. If the machine does not run properly, turn it off and contact the Shop Supervisor immediately.

Proper lock out/tag out procedures are to be implemented immediately to damaged equipment by the Shop Supervisor. If a machine is on lockout tag, only the Shop Supervisor may remove the tag.

No food or drink is allowed in the Machine Shop.

Personal ear phones/headsets are not permitted in the Machine Shop.

If under the influence of drugs or alcohol or taking any type of medication which can cause drowsiness or specifically warns against use of machinery, you will not be permitted to use the Machine Shop.

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Avoid distractions. Keep your mind on your work. Stop working and turn off the power tool you are working with if distracted by something or someone. Never look away from your work when operating a power tool.

No welding, cutting or brazing may occur in the shop. Avoid operating power tools in locations where sparks could ignite flammable vapors. Keep the shop well ventilated and flammable materials properly stored.

Unauthorized personnel are not permitted to enter the Machine Shop, under any circumstance.

If you have any questions about the safety or correct setup of any piece of equipment, do not hesitate to ask the Shop Supervisor for assistance.

Unsafe acts are to be reported to the Shop Supervisor immediately. Unsafe acts/practices or obvious abuse of equipment constitutes a danger to others and damages equipment. The Shop Supervisor has the right to stop any unsafe act in the Machine Shop. Any person found misusing the equipment will be subject to disciplinary action and/or will be suspended from the Machine Shop. The length of this suspension will depend on the seriousness of the offence and will be in consultation with the Shop Supervisor and the Director of Research Operations.

WHMIS

All chemicals brought into the shop must have up to date Material Safety Data Sheets, which must be provided to the Shop Supervisor for filing.

All containers must be labelled as to their contents. Unlabeled containers of chemicals will be removed and disposed of.

Dispose of all chemicals and hazardous materials upon job completion.

All authorized individuals must have up to date WHMIS training on file.

Further information in regards to WHMIS Rules and Regulations can be found in SPP JH 2.04.

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POLICY SIGN OFF SHEET

I, _____ (please print), the undersigned, have read and understood the policy, its intent, and its application.

X

Signature

Date: