

 <b>INJURY &amp; ILLNESS PREVENTION PROGRAM</b> RISK MANAGEMENT AND SAFETY			
<b>INDUSTRIAL SHOP SAFETY</b>			
<b>Section: 18G</b>	<b>Implementation Date: N/A</b>	<b>Revision Date: 12/08</b>	<b>Revised By: RM&amp;S</b>

**Authority:** 1) CCR Title 8 §3300, §3301, §3303, §3315, §3317, §3320, §3325, §3328, §3340, §3341, §3380 -3386, §3390, §3400

**EMERGENCY PROCEDURES:**

**FOR ANY EMERGENCY, INCLUDING INJURY, ILLNESS, FIRE OR AN EXPLOSION, DIAL 4567 (UNIVERSITY POLICE) FROM ANY UNIVERSITY PHONE, OR IN EXTREME EMERGENCY DIAL 911.**

Your call will be answered by a Dispatcher at University Police. University Police personnel will respond and determine the need for additional assistance.

The following are recommended procedures for various types of emergencies.

**Medical Emergencies**

1. If an injury occurs, immediately dial University Police from a campus phone 911 or extension 4567, or in extreme emergencies dial 911.
2. Never move a person suspected of serious injury unless it is a life threatening situation such as a fire. Attempts to move an injured person can cause further injury, especially to the spine and neck. Try to keep the injured person warm and still.
3. Persons with severe injuries or illnesses that require emergency department facilities for treatment are to be transported directly to the emergency room by ambulance. Staff employees with less serious conditions should obtain treatment at:

**Currently Designated Medical Clinic  
Call RM&S 4502 or HREO 4418  
For updated information**

After notifying the supervisor or principal investigator, students should seek medical treatment at Student Health Services (SHS). Notify Human Resources and Equal Opportunity (HREO), and Risk Management and Safety (RM&S),

4. Because of infection, minor cuts have the potential to become more serious. Wounds should be washed and dressed.

**Fire Emergencies**

In the event of a fire, immediately dial University Police from a campus phone 911 or extension 4567, or in extreme emergencies dial 911.

1. Activate the fire alarm.

2. Put out the fire if you know how to do so without endangering yourself or others. Those that choose to put out small incipient stage fires (no larger than a waste paper basket) must be trained in the proper use of fire extinguishers. If a fire cannot be extinguished within the first 10 seconds leave immediately.
3. If the fire is large and spreading, leave the fire area and prevent the fire's spread by closing the doors behind you.
4. Evacuate the building and await the arrival of Fire Officials. Try to account for everyone inside the building. Do not leave the area until you have been accounted for.\
5. Do not re-enter the building until you are told to do so by University Police or the Fire Marshall.

### **Shop Safety Rules**

The following should be considered as guidelines for working in the shop. They have been written and are enforced for your safety, and as such should be followed at all times. If you have any questions regarding the safe operation of any tool or method of construction, please feel free to ask the Faculty or Staff. You are responsible to know and understand all of the following:

1. All persons working in the shops shall be properly attired. This includes long pants and close-toe shoes. Hard-sole shoes should be worn if possible since gym shoes do not afford sufficient sole and toe protection. At no time will anyone wearing a dress, shorts or sandals be allowed to work in the shop area as none of these garments give sufficient protection to the wearer. Long hair is to be tied back to avoid any chance of getting caught in moving machinery.
2. The shop is an eye protection area and safety glasses are required whenever entering this space. In general, when operating any power tool, safety glasses are to be worn. Also when participating in any amount of abrasive sanding or spray painting. Ear protection should be available to all students and staff in the shop areas at all times.

It is up to the supervisor to determine when this protection is necessary. Contact RM&S for guidelines on personal protective equipment (eye protection, respirators, ear protection).

3. Every attempt should be made to keep your work area clean and organized. This means periodically sweeping up excessive waste and returning unnecessary tools to their proper places.
4. There is to be **NO SMOKING IN THE SHOP AREAS**. No soft drinks or food are permitted in the shop areas.

5. No person shall work in the shops while under the influence of drugs or alcohol. Prescribed drugs which could cause drowsiness, lightheadedness, or disorientation should also not be used. Any student using such prescribed medications should notify both the Faculty and Staff in charge. Persons removed from the shops for the above reasons shall not be allowed to return unless authorized by the supervisor.
6. Anytime that you have a problem with any tool or machine, bring it to the attention of the supervisor so they may assist you. **Never** attempt to repair or adjust any machines. If a machine or tool is accidentally damaged, bring it to the attention of the supervisor. **Do not** try to hide or cover up any damages.
7. At no time shall any student operate or attempt to operate any of the following pieces of equipment without permission of the supervisor;
  - Table Saw
  - Radial Arm Saw
  - Circular Saw
  - Band Saw
  - Saber Saw
  - Drill Press
  - Any pneumatic power tool
8. Before operating any power tools, make sure all allen wrenches, chuck keys or other foreign materials are clear of the machine's work area.
9. Dangling necklaces or earrings, large rings, long loose scarves or loose sleeves should not be worn in the shop as they may become entangled in moving machinery.
10. Always make sure that all power tools are turned off and the electrical power disconnected before leaving the machine. Never leave an unattended machine running, even for "one second".
11. Always unplug or disconnect from power all power tools before changing blades, bits or attachments.
12. **IF YOU DON'T KNOW-ASK!** There is no such thing as a dumb question, only dumb mistakes and injuries.

## Safety Notices and Bulletins

Safety rules and operating procedures for each of the major power tools in the wood shop are posted near each tool. **NO PERSONS WILL BE ALLOWED TO OPERATE ANY POWER TOOL UNTIL TRAINED AND APPROVED BY THE SUPERVISOR.** All required safety rules must be followed at all times.

Some guidelines for using tools include:

- Inspect tools before use for any defects such as frayed wires, or damaged hand tools. Remove defective tools from service and have it repaired or replaced.
- Only use power tools that are properly grounded with a 3-pronged plug or that are double insulated. A power tool with a missing grounding prong shall be considered damaged and be removed from use until repaired.
- Never carry a power tool by its cord. Avoid wrapping cords too tightly around tools for storage to prevent damage to strain relief grommets.
- Unplug power tools before changing blades or bits, making adjustments, or cleaning them. Follow all manufacturers' instructions for handling and adjusting.
- Defective, damaged or unsafe equipment must be removed immediately from service if damage occurs or is detected.
- Dull tools are unsafe and can damage the operator or work. Maintain your tools and always use sharp cutting blades.
- **NEVER ALTER OR REMOVE ANY MACHINE OR BLADE GUARD OR DISABLE ANY SAFETY FEATURE.**

## MSDS

Material Safety Data Sheets (MSDS) for chemicals and materials used in the shops are maintained by Risk Management & Safety. MSDS are available at any time to all persons in the shop area. Workers in the shops, student and paid assistants are required to follow safety guidelines on each sheet for each material and chemical.

If you have questions or desire additional information on an MSDS, or about any process, contact Risk Management & Safety, x 4502, for clarification.

## Work Requiring Training

Many of the processes and systems in the theatre complex pose hazards while in use. Before students and staff are permitted to use them, they must be trained and approved by the appropriate supervisor of the area. These processes include but are not limited to:

- Use of power tools in the shop:
  - Table Saw
  - Radial Arm Saw
  - Band Saw

- Stationary Drill Press
- Bench Grinder
- Circular Saw
- Mitre Saw
- Portable Drills and Drill Motors
- Pneumatic powered Nailers and Staplers

### **Ventilation Systems**

The shop is equipped with certain ventilation systems which shall be used at all appropriate times. These include but are not limited to:

- Dust collection system must be operating when the table saw, band saw, or radial arm saw are in use. Training on these tools must include training on the ventilation system.
- **Spray paint use is only permitted outdoors where outside air flow exists.**

### **Personal Protective Equipment (PPE)**

In addition to normal permitted work clothing, the shops are provided with personal protective equipment. Use of such equipment is not optional and shall be used at all times when performing associated activities.

Such personal protective equipment shall include but not be limited to:

**EYE PROTECTION:** Safety glasses, goggles or face shields shall be required when operating power tools.

**EAR PROTECTION:** Ear plugs or ear muffs shall be required when operating louder power tools such as radial arm saw, table saw, circular saw, chop saw, or portable grinder at any time, or any percussive tool (pneumatic nail gun), at **ALL** times. Ear plugs or ear muffs shall be required when operating **ANY** power tool for extended periods of time.

**HARD HATS:** Are available and must be used while overhead rigging is taking place.

**RESPIRATORY PROTECTION:** Use of a dust mask is required for activities creating quantities of dust or if using the dust collection system is not practical for a given activity (i.e. portable tools).

Other respiratory protection may be necessary when working with solvents or solvent based chemicals and materials, dust masks are not appropriate when using chemicals.

Please contact Risk Management and Safety for information on appropriate type of respiratory protection available for specific uses.

**PROTECTIVE GLOVES:**

Are required when working with solvents or solvent based (non water based) chemicals and materials. Extended exposure to water based chemicals (such as paint) shall also require the use of protective gloves. Refer to the appropriate MSDS for guidelines as to proper, designated PPE.

*This sections is applicable to any Industrial Shop at CSUSM (Science 1, VPA, IITS, FS), if there are questions please contact RM&S Ext. 4502*

***Training & Acknowledgement***

You will not be permitted to perform work in this University industrial shop until you:

- A. Have reviewed this Safety Manual;
- B. Have been instructed in the safe operation of equipment you are assigned to operate and the hazards of your working environment; and
- C. Have been provided the venue for questions to be answered.

I have been trained and am aware of policy and procedures for Industrial Shop Safety at CSUSM:

Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Name (Signature) \_\_\_\_\_

Risk Management & Safety Representative or Principal Investigator/Supervisor (Signature) \_\_\_\_\_

\* Principal Investigator/Supervisor: Please retain a copy of this record and provide the original to the **Risk Management & Safety Office** for records retention.