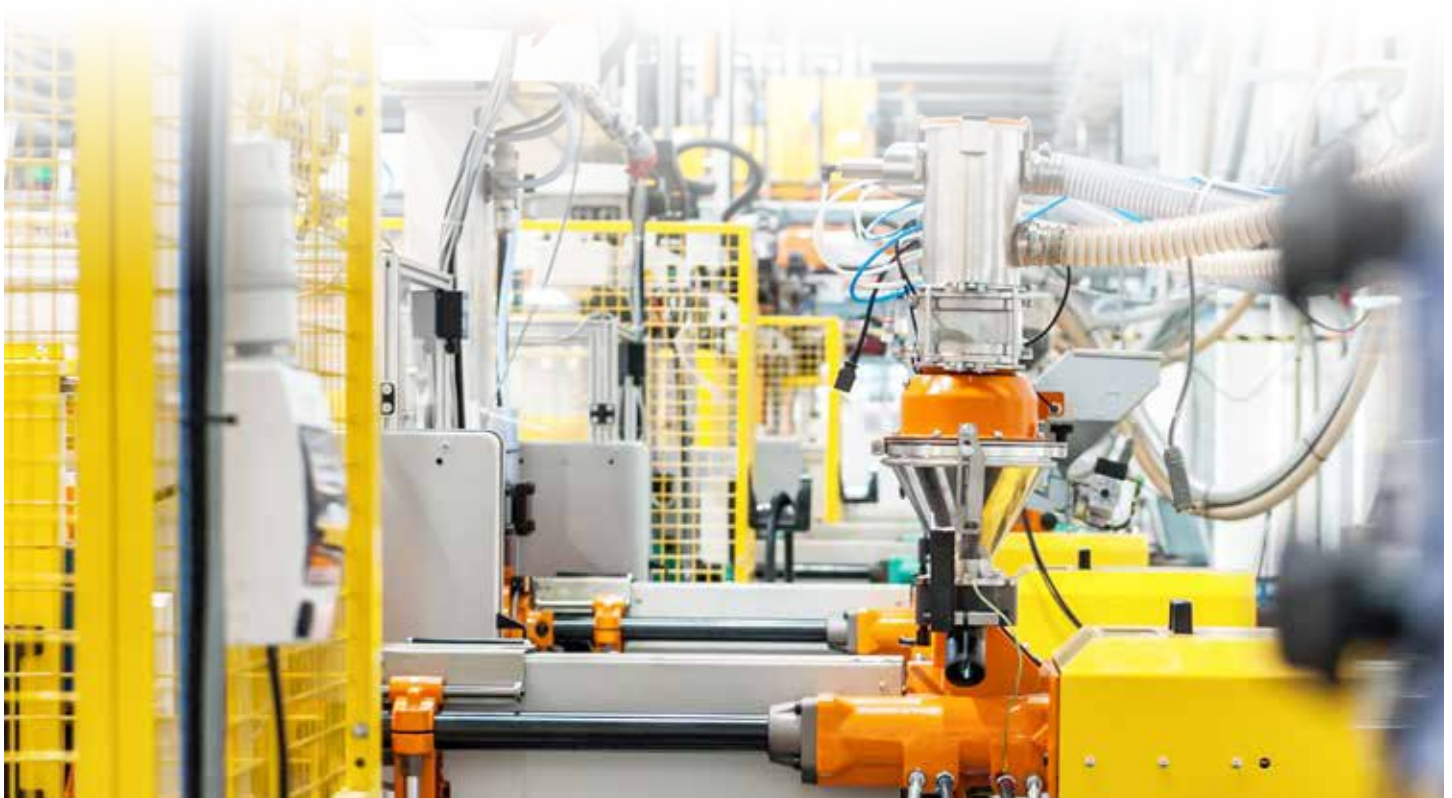




**SAFETY
CHECK SERIES**
Machine Safety

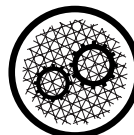




CNC MACHINE SAFETY TIPS



Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ Ensure you have been trained in the use of the CNC machine ✓ Inspect the equipment to ensure no obvious defects: damaged chuck, dull or cracked tools, damaged shields ✓ Use appropriate personal protective equipment (PPE): <ul style="list-style-type: none"> - Safety glasses - Hearing protection - Non-slip safety shoes ✓ Remove rings, bracelets, watches, necklaces before work ✓ Tie back and confine long hair ✓ Wear tight fitting clothing and/or roll up sleeves to prevent snagging 	<ul style="list-style-type: none"> ✓ Do not use gloves ✓ Ensure workpiece is clamped securely before starting machine ✓ Check that tools are sharp and set correctly ✓ Do not defeat any safeguarding measures ✓ Never reach into the CNC or an associated machine while the CNC is running ✓ Use a brush or vacuum to clean chips off surfaces, do not use compressed air, hands or a rag ✓ Keep hands clear during manual adjustments or flash control ✓ Be aware of and remove burrs and sharp edges as soon as possible ✓ Never reach into the discharge chute of chip conveyors ✓ Maintain, lubricate and adjust machine in accordance with the manufacturer's instructions only after the machine is stopped and locked/tagged out 	<ul style="list-style-type: none"> ✓ Clean the floor and work area around the machine ✓ Ensure all warning signs are readable ✓ Use a lockout procedure for cleaning and maintenance ✓ Replace cutting coolant according to manufacturer's instructions ✓ Defective equipment must be tagged and removed from service ✓ Clean and put away PPE ✓ Let your supervisor know of any safety concerns and damage to the machine



Speak up!

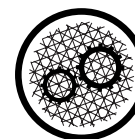
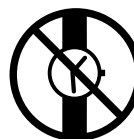
If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.



CONVEYOR SYSTEM SAFETY TIPS



Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ Ensure you have been trained in the use of the conveyor ✓ Check the machine for obvious defects such as: <ul style="list-style-type: none"> – Missing guards – Damaged controls – Damaged lacing ✓ Use appropriate personal protective equipment (PPE): <ul style="list-style-type: none"> – Non-slip safety shoes – Hearing protection if over 85 dBA ✓ Remove ties, rings, bracelets, watches and necklaces ✓ Secure long hair ✓ Wear tight-fitting clothing and/or roll up sleeves to prevent snagging 	<ul style="list-style-type: none"> ✓ Do not use gloves ✓ Do not try to clear jams or clean while conveyor is running ✓ Do not scramble over or under conveyors ✓ Lift product properly: <ul style="list-style-type: none"> – Grip securely – Lift with the leg muscles – Bend at the hips and keep the back straight (i.e., maintain natural curve in low back) – Keep the object close to your body – Turn your feet and do not twist the back ✓ Do not grasp rotating parts ✓ Do not defeat any safeguarding measures 	<ul style="list-style-type: none"> ✓ Clean the floor and work area around the conveyor ✓ Ensure all warning signs are readable ✓ Use lockout procedure during cleaning and maintenance ✓ Defective equipment must be tagged and removed from service ✓ Clean and put away PPE ✓ Let your supervisor know of any safety concerns or damage to the conveyor



Speak up!

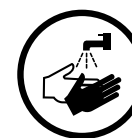
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DRILL PRESS SAFETY TIPS



Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ Review safety data sheet for work materials and cutting fluid hazards ✓ Inspect critical parts of the drill press on a daily basis ✓ Adjust lighting to illuminate the work area ✓ Ensure chuck shield is properly adjusted before starting ✓ Use an anti-fatigue mat if standing for long periods ✓ Wear personal protective equipment (PPE) <ul style="list-style-type: none"> – Safety footwear – Safety glasses – Hearing protection ✓ Remove rings, bracelets, watches, necklaces before work ✓ Tie back long hair ✓ Wear tight fitting clothing and/or roll up sleeves to prevent snagging 	<ul style="list-style-type: none"> ✓ Use drill press only for intended purpose ✓ Do not use gloves ✓ Properly secure work piece with clamps (do not hand-hold) ✓ Ensure you remove the chuck key from chuck before starting ✓ Before drilling larger diameter holes, always drill smaller pilot hole first ✓ Apply gradual pressure ✓ Never remove chips and curls by blowing with your mouth ✓ Stop if unusual vibration or noise ✓ Ensure chuck has come to a complete stop before carrying out any work in the area of the chuck or cutting tool ✓ Do not grasp rotating parts ✓ Handle hot and/or sharp work pieces and cutting tools with gloves or a rag ✓ Keep work area tidy 	<ul style="list-style-type: none"> ✓ Remove chips and curls with a vacuum or a brush ✓ Clean up spills, tools, equipment and trip hazards in the work area ✓ Lockout and tag out before performing any maintenance, adjusting speed by moving belt onto different pulleys, cleaning ✓ Defective equipment must be tagged and removed from service ✓ Clean and put away the PPE ✓ Wash hands and any exposed areas regularly ✓ Keep drill bits clean and sharp ✓ Let your supervisor know of any safety concerns and damage to the drill press



Speak up!

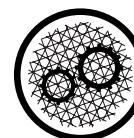
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LATHE SAFETY TIPS



Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ Ensure you have been trained in the use of the lathe ✓ Inspect the equipment to ensure no obvious defects: damaged chuck, dull tools, damaged shields ✓ Use appropriate personal protective equipment (PPE): <ul style="list-style-type: none"> – Safety glasses – Non-slip safety shoes ✓ Remove rings, bracelets, watches, necklaces before work ✓ Tie back long hair ✓ Wear tight fitting clothing and/or roll up sleeves to prevent snagging 	<ul style="list-style-type: none"> ✓ Do not use gloves ✓ Ensure workpiece is correctly attached and turning properly ✓ Do not touch or grasp rotating parts with hands ✓ Do not defeat any safeguarding system ✓ Do not cut too deep as the piece may bend or break ✓ Stop the lathe before measuring the work ✓ Do not leave running lathe unattended ✓ Clean waste from machine on a regular basis but only after machine is completely stopped and locked/tagged out ✓ Maintain, lubricate and adjust lathe in accordance with the manufacturer's instructions only after the machine is stopped and locked/tagged out 	<ul style="list-style-type: none"> ✓ Clean the floor and work area around the machine ✓ Ensure all warning signs are readable ✓ Use a lockout procedure for cleaning and maintenance ✓ Replace cutting oil according to manufacturer's instructions ✓ Defective equipment must be tagged and removed from service ✓ Clean and put away PPE ✓ Let your supervisor know of any safety concerns and damage to the lathe



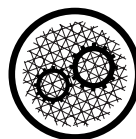
Speak up!

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INDUSTRIAL LASER (ANSI CLASS 3B AND 4) SAFETY TIPS

Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ Ensure you have been trained on proper use and know the class of the laser(s) in use as per Ministry of Labour recommendations and ANSI Z136.1 ✓ Talk to the laser safety officer if you have any questions or concerns ✓ Inspect the equipment for obvious defects such as: <ul style="list-style-type: none"> – Damage to housing – Electrical power supply – See company checklist ✓ Use appropriate personal protective equipment (PPE): <ul style="list-style-type: none"> – Appropriate protective eyewear – Safety footwear – Gloves ✓ Know where the fire extinguisher is located 	<ul style="list-style-type: none"> ✓ Remove flammable materials and liquids from work area ✓ Cover windows or draw blinds ✓ Never open the housing while a laser is running ✓ Keep the beam path above or below eye level for one seated or standing ✓ Do not look into the beam ✓ Never aim the laser at a person's eye or reflective objects ✓ Do not defeat any safeguarding measures ✓ Follow signs and procedures for controlled access to laser-affected area ✓ Consult manufacturer's guidelines related to local exhaust. Ensure exhaust system is functioning before and during laser operation. 	<ul style="list-style-type: none"> ✓ Ensure all warning signs are readable ✓ Use a lockout procedure for cleaning and maintenance ✓ Defective equipment must be tagged and removed from service ✓ Clean and put away PPE ✓ Let your supervisor know of any safety concerns and damage to the laser system



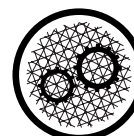
Speak up!

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VERTICAL BALER SAFETY TIPS

Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ Ensure you have been trained in the safe use of the baler ✓ Inspect the machine for obvious defects such as: <ul style="list-style-type: none"> – Broken door locks – Bent doors – Damaged controls – Hydraulic leaks ✓ Review the safety warning labels on the equipment ✓ Use appropriate personal protective equipment (PPE): <ul style="list-style-type: none"> – Non-slip safety shoes – Cut-resistant gloves – Safety glasses ✓ Let someone know when you are going to use the baler ✓ Secure any personal items that could fall into baler ✓ Only place appropriate recyclable materials in the baler 	<ul style="list-style-type: none"> ✓ Ensure baler chamber is guarded to prevent reaching in or falling ✓ Do not place any body part past the threshold of the chamber ✓ Ensure the baler material filling door(s) is(are) securely closed before operating ✓ Never open the door while a baler is running ✓ Stand to the side and ensure area in front of baler is clear of personnel and debris when clearing the bale ✓ All access doors must be equipped with safety interlocking devices that immediately signal the baler to stop upon opening ✓ Do not defeat any safeguarding ✓ Clean up any spills immediately ✓ If there is a jam or other problem, contact your supervisor for assistance 	<ul style="list-style-type: none"> ✓ Clean the floor and work area around the machine ✓ Ensure all warning signs are readable ✓ Use lockout procedure during cleaning and maintenance ✓ Ensure only qualified individuals are performing maintenance on balers, and that manufacturer's instructions are followed ✓ Clean and put away PPE ✓ Report any problems with the equipment or signs to your supervisor



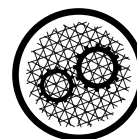
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WASTE COMPACTOR SAFETY TIPS

Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ Ensure you have been trained in the use of the compactor ✓ Inspect the machine to ensure no obvious defects: <ul style="list-style-type: none"> – Broken door locks – Bent doors – Damaged controls – Hydraulic leaks ✓ Review the safety warning labels on the equipment ✓ Use appropriate personal protective equipment (PPE): <ul style="list-style-type: none"> – Non-slip safety shoes ✓ Let someone know when you are going to use the compactor ✓ Secure any personal items that could fall into compactor ✓ Only place materials appropriate for the specific compactor in the compactor ✓ Confirm which materials are safe to place in compactor 	<ul style="list-style-type: none"> ✓ Compact every time material is placed in compactor ✓ Ensure compactor hoppers (where present) are guarded to prevent reaching in or falling ✓ Do not place any body part past the threshold of the hopper ✓ Ensure the compactor material filling door(s) is(are) securely closed before operating ✓ Never open the door while a compactor is running ✓ All access doors to compactor hazards must be equipped with safety interlocking devices that immediately signal the compactor to stop upon opening ✓ Do not defeat any safeguarding ✓ Clean up any spills immediately ✓ If there is a jam or other problem, contact your supervisor for assistance 	<ul style="list-style-type: none"> ✓ Clean the floor and work area around the machine ✓ Ensure all warning signs are readable ✓ Use a lockout procedure for cleaning equipment and maintenance ✓ Ensure only qualified individuals are performing maintenance on compactors, and that manufacturer's instructions are followed ✓ Clean and put away PPE ✓ Report any problems with the equipment or signs to your supervisor



Speak up!

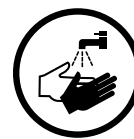
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METAL WORKING FLUIDS SAFETY TIPS



Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> ✓ Review Safety Data Sheet ✓ Monitor, filter and replace fluids according to the manufacturer's instructions ✓ Inspect machines for obvious defects that would allow fluid to escape such as: broken cover, damaged splash guards and leaks ✓ Use appropriate personal protective equipment (PPE): <ul style="list-style-type: none"> - Gloves, apron - Safety glasses - Non-slip safety shoes - Applicable respiratory protection ✓ Before work, remove rings, bracelets and watches ✓ Wear tight fitting clothing and contain hair ✓ Ensure adequate ventilation ✓ Locate nearest: <ul style="list-style-type: none"> - Eye wash fountain - Deluge shower - Spill kit 	<ul style="list-style-type: none"> ✓ Be aware of other people and processes in your work area ✓ Ensure local ventilation is working ✓ Watch for sharp edges and burrs that could cut or scrape skin ✓ Avoid skin contact, and inhaling fluid mist ✓ Do not eat, drink or smoke in areas where metal working fluids are used 	<ul style="list-style-type: none"> ✓ Clean any spills and the work area ✓ Clean and put away PPE ✓ Remove and follow procedure for cleaning any contaminated clothing ✓ Wash hands and any exposed areas after use ✓ Ensure all warning signs are readable ✓ Let your supervisor know of any safety concerns



Speak up!

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