
(Shop Name)

SHOP SAFETY PLAN

Shop Safety Plan Table of Contents

1. Statement of Purpose..... 3

2. General Shop Information 4

3. Shop Policies and Procedures 5

4. Shop Equipment Inventory 7

5. Shop Hazard Assessment..... 8

6. Shop Equipment Safety Checklists 9

7. Shop Safety Review 10

8. Standard Operating Procedures..... 11

9. Training and Record Keeping..... 12

10. List of Authorized Users 14

11. List of Shop Monitors (Optional)..... 15

12. Restricted Areas..... 16

1. STATEMENT OF PURPOSE

This Shop Safety Plan documents the commitment of this department and this shop to comply with the requirements CSU Executive Order 1039, as well as local, state, and federal regulations, including 29 CFR 1910. It has been developed by the Shop Coordinator and it will be reviewed annually or when new or modified equipment is introduced into the shop. A complete list of Authorized Users will be kept current.

Documentation, including shop policies, inventories of equipment, standard operating procedures, training materials, training records, and authorization forms will be kept in a central location and readily available for review.

Signature, Department Head

Date

2. GENERAL SHOP INFORMATION

Shop Name: _____

Machine Shop Wood Shop Combination Hot Work Operations Other

Department: _____ Lab: _____

Building: _____ Location: _____

Supervisor: _____ Phone: _____

Email Address: _____

Shop Coordinator: _____ Phone: _____

Email Address: _____

Primary Use: Maintenance Hobby Research
 Teaching Other: _____

Student Access: Yes No
 If yes: Undergraduate Students Graduate Students
 Interns (Seasonal/Term) Post-Doctoral/Fellows

Access Controls: Yes No
 If yes: Card Key Access Energy Isolating
 Other: _____

Keys Maintained by: _____

3. SHOP POLICIES AND PROCEDURES

HOURS OF OPERATION

Day	Hours
Sunday:	_____
Monday:	_____
Tuesday:	_____
Wednesday:	_____
Thursday:	_____
Friday:	_____
Saturday:	_____

GENERAL POLICIES AND PROCEDURES

- Tools and machines may only be operated by Authorized Users.
- Only work with tools and machines that you have been authorized to use.
- Do not operate tools and machines when you are fatigued.
- Do not use equipment if you are using any medications with a warning to avoid driving or using machinery, unless a release is provided by a licensed physician.
- Do not use equipment if you are under the influence of alcohol, illicit substances, or mind-altering drugs.
- Do not use phones, headphones, ear-buds, or other electronic devices while operating machinery or tools.
- Safety glasses must be worn at all times while in a restricted area.
- Wear other PPE as required for each specific piece of equipment.
- Do not work alone in a shop unless you have written authorization from the Shop Coordinator.
- Open-toed footwear is not permitted in the shop.
- Wear non-slippery, thick, leather work shoes, preferably rubber-soled.
- Long pants (or equivalent) must be worn. (A shop apron cannot be worn in lieu of long pants.)
- Neck ties, necklaces, bracelets, jewelry, watches, long sleeves, etc. must be removed or rolled up before operating machinery.
- Long hair must be tied back to avoid entanglement in machinery or tools.
- Safety guards must be in place at all times; ensure guides and fences are tight.
- Report damaged safety guards, machines, and tools to the Shop Coordinator.
- Report unsafe conditions to the Shop Coordinator.
- Keep your work area clean, do not place tools and materials on the machine table.
- Put tools away when you are finished used them.

4. SHOP EQUIPMENT INVENTORY

Machine	Manufacturer	Model Number	CSUN ASSET #

5. SHOP HAZARD ASSESSMENT

- Documented hazard assessments of all activities to be performed in the shop must be conducted initially and after any change to the shop environment, such as after the addition of new equipment or processes.
- All hazards identified by the Shop Hazard Assessment must be controlled by one or more methods of the Hierarchy of Hazard Controls (see [CSUN Shop Safety Manual](#) Section 5). At minimum, appropriate PPE must be selected and provided to all Personnel.
- All hazards identified by the Shop Hazard Assessment must have controls applied within 30 days of identification. If controls cannot be established in that time, a plan with specific dates of projected implementation must be developed and in progress within 30 days.
- All personnel must acknowledge the latest Shop Hazard Assessment that has been conducted, and that acknowledgement must be documented.

A blank copy of the Shop Hazard Assessment Checklist and Personnel Acknowledgements should be inserted here or on the next pages of the Shop Safety Plan.


The Shop Hazard Assessment Checklist and Personnel Acknowledgement templates are available on the [EH&S website](#) or the [CSUN Shop Safety Manual](#) (Appendix D).

If you currently use your own Shop Hazard Assessment Checklist or form, please insert it here instead.

Example:


Shop Safety Manual

Shop Hazard Assessment



ENVIRONMENTAL
HEALTH AND SAFETY

ehs@csun.edu
(818) 677-2401

Shop Name: _____ Date: _____

Assessor: _____ Phone: _____

Shop Coordinator: _____ Department: _____

Building/Rm #: _____

The Shop Coordinator or their designee will conduct and certify the Shop Hazard Assessment. EH&S personnel are available to assist and may be contacted at ehs@csun.edu or (818) 677-2401. The Shop Coordinator is responsible for ensuring the PPE identified in this Shop Hazard Assessment is being used properly by all shop personnel.

Hazard identification should be an ongoing process in the shop, and the shop will take active steps to eliminate or control all of the identified hazards using the Hierarchy of Hazard Controls described in Chapter 5 of the CSUN Shop Safety Manual.

1. Use this form to identify the tasks in the shop that expose users to hazards. Hazards may include physical hazards like noise, hot work (welding, brazing, grinding, etc.), rotating equipment, electricity, compressed gases, and chemical hazards (flammable, toxic, corrosive, or reactive solids and liquids). The Shop Hazard Assessment will assist in identifying activities where personal protective equipment (PPE) is required to protect shop users from hazardous exposures.

Check the "YES" box if the activities on the following pages are performed in the shop being assessed.

2. For each activity being performed, fill in which processes or tools fall under that activity. Check the applicable boxes to indicated the specific required PPE. Use the "Notes" section for additional information as needed.
3. Sign and file this form as part of the Shop Safety Plan.

Environmental Health & Safety
37
[Back to Table of Contents](#)
v1.1

6. SHOP EQUIPMENT SAFETY CHECKLISTS

- Each individual tool or piece of stationary equipment must be assessed for present or potential hazards periodically (no less than annually) by the Shop Coordinator or their designee using Shop Equipment Safety Checklists, a separate checklist is to be used or developed for each tool or piece of equipment.
- All findings or failures identified by the Shop Equipment Safety Checklists must be corrected within 30 days of identification. If the finding cannot be corrected in that time, a plan with specific dates of projected correction must be developed and implemented within 30 days.
- The Shop Coordinator must determine whether findings from the Shop Equipment Safety checklists require a stop work order or temporary non-use of that piece of equipment. In that case, informative signage must be used and [lockout/tagout](#) procedures must be implemented to prevent unauthorized use.

Blank copies of all Shop Equipment Safety Checklists should be inserted here or on the next page(s) of your Shop Safety Plan.

The Shop Equipment Safety Checklists are available on the [EH&S website](#) or the [CSUN Shop Safety Manual](#) (Appendix E).

If you currently use your own Shop Equipment Safety Checklists, please insert them here instead.

Example:

CSUN. Shop Safety Manual

Shop Equipment Safety Checklist – CNC Cutting Machine

Date: _____ Name of Assessor: _____
 Dept: _____ Building & Room: _____ Shop: _____
 Machine Manufacturer: _____ Model: _____ Serial No: _____
 Type: Mill Lathe Router Plasma Cutter Waterjet Laser Cutter EDM
 Supply Voltage: _____ V 1 phase 3 phase
 OEM Operator's Manual Readily Available? Yes No

All items marked "NO" must be corrected.

#	YES	NO	N/A	Checklist Item	Comment	Date Corrected
Section A – Installation						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The machine is securely restrained to prevent movement in accordance with the machine manufacturer's recommendations or sound engineering practices. 8 CCR §3328(d)		
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The machine's electrical attachment plug is connected directly to the building's wiring and that wiring's ampacity is rated for at least 125% of the machine's full load current. 24 CCR 3 §670.4(A) (2022)		
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The machine's power cord and plug are in good condition with no cuts or fraying of the insulation. 8 CCR §3328(c)		
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The machine is equipped with a means to promptly disconnect power, such as a switch, in case of emergency. 8 CCR §4501		
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the machine is powered by permanent conductors from the building's wiring, the incoming power supply circuit is terminated at a disconnecting means located immediately adjacent to the machine. 24 CCR 3 §670.4(B) / NFPA 79 §5.1.9.6 (2021)		
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The disconnecting means is legibly marked to indicate the equipment it disconnects. 24 CCR 3 §110.22 / NFPA 79 §5.1.9.2 (2021)		
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All disconnecting means enclosures are marked with a safety sign in accordance with ANSI Z535.4 to warn qualified persons of potential electric shock and arc flash hazards. 24 CCR 3 §110.16 / NFPA 70E §130.5(H)		

47

Environmental Health & Safety [Back to Table of Contents](#) v1.1

7. SHOP SAFETY REVIEW

- Documented self-inspections of shops by the Shop Coordinator or their designee must be conducted on a periodic basis, no less than annually.
- Shops should be well organized and housekeeping closely monitored.
- Equipment should be periodically inspected to ensure safe operations and proper guarding.
- Unsafe equipment should be removed or [locked out / tagged out](#) until repaired.
- Never use damaged equipment or equipment that is missing its machined guard(s).

A blank copy of the Shop Safety Review Checklist should be inserted here or on the next page(s) of your Shop Safety Plan.

The Shop Safety Review Checklist is available on the [EH&S website](#) or the [CSUN Shop Safety Manual](#) (Appendix F).

If you currently use your own Shop Safety Review Checklist or form, please insert it here instead.

Example:


Shop Safety Manual

Shop Safety Review



Shop Name: _____

Reviewer: _____ Date: _____

Shop Coordinator: _____ Phone: _____

Building/Rm #: _____ Department: _____

Please check "Yes", "No", or "N/A" (Not Applicable) for each item.

All "No" responses require follow-up within 30 days, or 3 days for Serious Violations.

Serious Violation #	YES	NO	N/A	Checklist Item	Comment	Date Corrected
Section A – Administration & Documentation						
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The shop has a Shop Safety Plan that is current and has been reviewed. CSUN SSP		
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shop Coordinator emergency contact information is posted at the entrance to the shop. CSUN SSP		
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Action Plan is available and up-to-date. 8 CCR §3220(a-e)		
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A Shop Hazard Assessment has been performed in the Shop. 8 CCR §3380 (f)		
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annual Shop Equipment Safety Checklists are being completed for all stationary equipment. CSUN Shop Safety Program, 8 CCR §3203		
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All findings from the Shop Equipment Safety Checklists have been corrected. CSUN SSP		
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety Data Sheets (SDS's) are readily available. (Hard copy or digital). 8 CCR §5194(g)		
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shop Personnel are aware of the procedure to report exposures, incidents, near-misses, hazards and unsafe conditions. 8 CCR §3203		
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written Standard Operating Procedures (SOP's) are available and current. Equipment-specific SOP's are posted at or near the equipment (either in full or as QR-code links to full SOP). CSUN SSP		

Environmental Health & Safety
[Back to Table of Contents](#)
v1.1


8. STANDARD OPERATING PROCEDURES

Standard Operating Procedures (SOPs) for shop equipment are located on the [CSUN Environmental Health & Safety website](#).

The Shop Coordinator is responsible for providing SOPs for all shop equipment. They may develop SOPs themselves, or use the ones provided on the EH&S website. If there is not an SOP available from EH&S for a particular piece of equipment, then it must be developed by the Shop Coordinator.

- SOPs must be readily available in the shop area. EH&S recommends posting them at the machine, or providing a QR-code sticker on or near the machine that links to the SOP. EH&S can provide these QR-code stickers for SOPs hosted on the EH&S website.
- The SOPs provide quick safety references/tips on safe equipment use. This information is not a substitute for manufacturer, OSHA, or other equipment training materials.






























Example SOP:



Jan 2023

STANDARD OPERATING PROCEDURES
Metal Lathe

DO NOT use this machine unless you have received authorization from the Shop Manager

<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> Safety glasses must be worn at all times.</p> <p> Sturdy, closed-toe footwear must be worn at all times in work areas.</p> <p> Gloves <u>must not</u> be worn when using this machine</p> </div> <div style="width: 45%;"> <p> Long and loose hair must be contained.</p> <p> Close fitting/protective clothing must be worn. Roll up long sleeves.</p> <p> Rings and jewelry must not be worn.</p> </div> </div>	<p>Potential Hazards and Injuries</p> <ul style="list-style-type: none">  Hair /clothing / gloves getting caught in moving spindle (entanglement or amputation possible).  Flying swarf and chips (eye injury).  Sharp edges and burrs (cuts).  Struck by ejected objects, e.g. chuck key (blunt trauma).  Exposure to cutting coolants (skin irritation). <p>Pre-Operational Safety Checks</p> <ul style="list-style-type: none">  Locate and ensure you are familiar with all machine operations and controls.  Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.  Check workspaces and walkways to ensure no slip/trip hazards are present.  Ensure the chuck key (if used) has been removed from the chuck or use a spring loaded chuck key.  Follow correct clamping procedures to ensure work is secure in chuck.  Remove all tools from the bed and slides of the machine.  De-energize and lock-out machine before attempting any maintenance or when adjusting spindle speeds.
<p>Safe Practices During Operation</p> <ul style="list-style-type: none">  Before making adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.  Feed cutting tool at a moderate rate to prevent overheating or binding.  Avoid letting swarf build up on the tool or job. Stop the machine and remove it.  If power fails, turn machine off and retract drill bit from workpiece. <p>Ending Operations and Cleaning Up</p> <ul style="list-style-type: none">  Switch off the machine and wait until spindle comes to a complete stop.  Leave the machine in a safe, clean and tidy state. <p>DON'T</p> <ul style="list-style-type: none">  Do not use faulty equipment. Immediately report suspect equipment.  Do not try to lift chucks or face plates that are too heavy for a single person.  Never leave the machine running unattended.  Do not attempt to slow or stop the chuck or revolving work by hand.  Do not leave equipment on top of the machine. 	<p style="text-align: center;"><i>SOP must be used <u>in conjunction</u> with an effective training program</i></p>

9. TRAINING AND RECORD KEEPING

TRAINING

Each shop is responsible for training its users. Training content should include two components:

1. **Classroom Training** to discuss shop rules, policies, and safety procedures
2. **Practical (Hands-On) Training** for each piece of equipment the user will have access to.

Please list in detail the subjects you will train each user on. **NOTE:** if you already have forms, factsheets, or other documents used for training, simply insert the most updated version here. These forms must include (but are not limited to):

- Employee's names (or another identifier)
- Training dates
- Subject matter covered
- Training provider(s)

Example:

Bench Grinder Training

Classroom Training Outline:

- Grinder operation – turning on/off, adjusting work rest and tongue guards.
- Nomenclature- parts of the grinder.
- Approved work materials – i.e. no Aluminum.
- Abrasive wheel types and their limitations.
- Proper PPE.

Practical (Hands-On) Training Outline:

- Perform proper lock out before changing wheel.
- Remove and replace wheel– use of blotters, proper flanges, torque mounting nut.
- Perform ring test of wheel.
- Verify RPM rating of wheel is greater than motor RPM.
- Adjust work rest and tongue guard to proper clearances.
- Demonstrate proper dressing of wheel.
- Demonstrate proper grinding techniques.

Record Keeping

The following documents must be maintained by the Shop Coordinator:

- A completed User Authorization Form ([CSUN Shop Safety Manual](#) Appendix B) for each Authorized User. This document must be kept for the duration of employment, tenure or work-study term plus 3 years.
- All training rosters ([CSUN Shop Safety Manual](#) Appendix C) and training content must be kept for 3 years.
- All procedures or protocols developed for shop safety must be kept for as long as they are current.
- All completed Shop Hazard Assessment Checklists ([CSUN Shop Safety Manual](#) Appendix D1) must be kept on file for 5 years.
- All Shop Hazard Assessment Acknowledgements ([CSUN Shop Safety Manual](#) Appendix D2) must be kept on file for the duration of personnel employment, tenure, or work-study term plus 3 years.
- All completed Shop Equipment Safety Checklists ([CSUN Shop Safety Manual](#) Appendix E) must be kept on file for 5 years.
- All completed annual Shop Safety Review Checklists ([CSUN Shop Safety Manual](#) Appendix F) must be kept on file for 5 years.
- Crane and hoist inspection reports and proof load tests, if applicable, must be kept on file.

10. LIST OF AUTHORIZED USERS

Please list any shop-specific requirements for Authorized Users here or on the following pages.

Shop User Authorization Forms for each user listed must also be attached, in addition to any Working Solo/Unsupervised Authorization Forms that have been completed (see [CSUN Shop Safety Manual](#) Appendix B).

Name	CSUN ID	Phone	Training Completed	Date Authorization Given	Shop Coordinator's Initials
			<input type="checkbox"/> Yes / <input type="checkbox"/> No		
			<input type="checkbox"/> Yes / <input type="checkbox"/> No		
			<input type="checkbox"/> Yes / <input type="checkbox"/> No		
			<input type="checkbox"/> Yes / <input type="checkbox"/> No		
			<input type="checkbox"/> Yes / <input type="checkbox"/> No		
			<input type="checkbox"/> Yes / <input type="checkbox"/> No		
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			<input type="checkbox"/> Yes / <input type="checkbox"/> No		
			<input type="checkbox"/> Yes / <input type="checkbox"/> No		

11. LIST OF SHOP MONITORS (OPTIONAL)

The Authorized Users listed here are granted authority by the Shop Coordinator to oversee shop operations. Shop Coordinators may grant limited or full operational authority and responsibility to Shop Monitors, and any such limitations must be documented here.

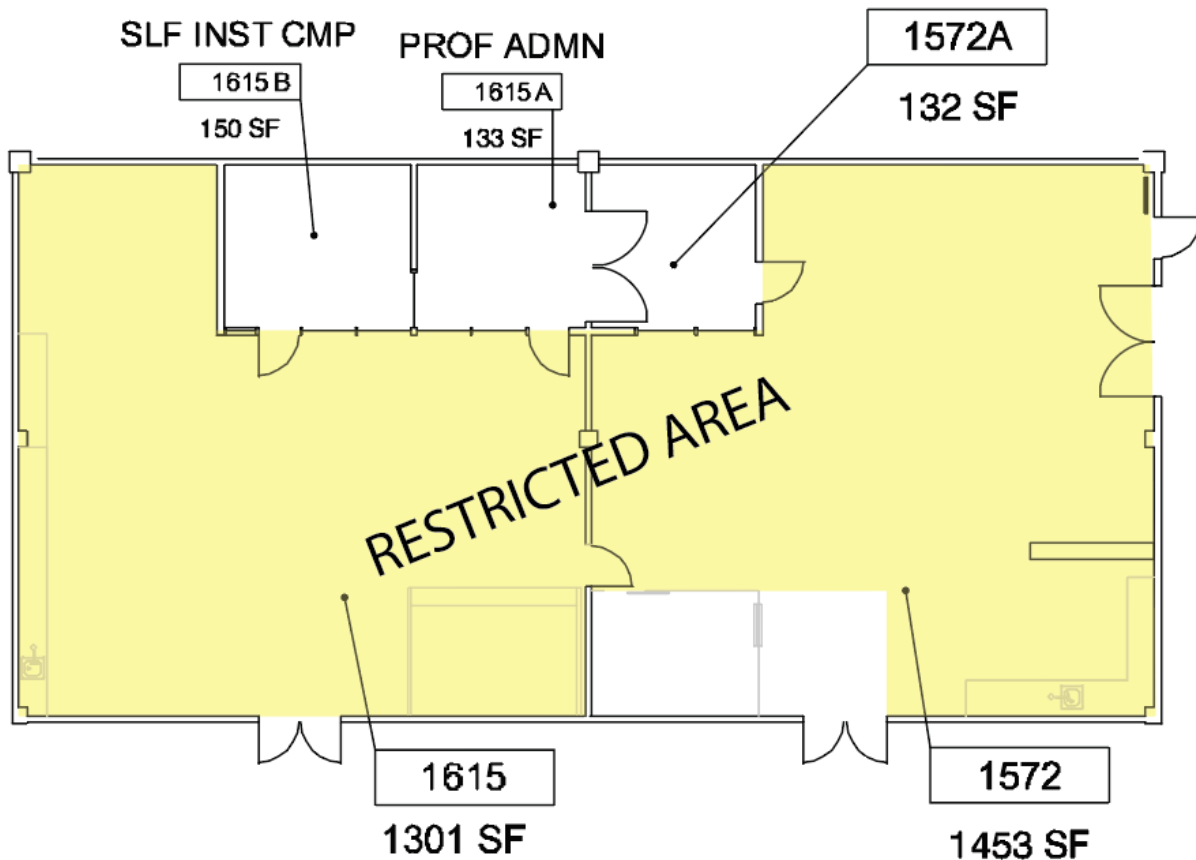
Name	CSUN ID	Area(s) of Responsibility	Date Authorization Given	Shop Coordinator's Initials

12. RESTRICTED AREAS

SITE MAP:

Please insert a floorplan drawing below (or on the following page) showing the restricted areas of the shop. A restricted area may be the entire shop or a portion thereof. If a restricted area is only the area surrounding a machine or process, the floor around that tool or process should be marked with a high visibility paint (or equivalent).

Example:



SIGNAGE:

Entrances to all restricted shop areas must have notices posted stating that entry is only allowed for Authorized Users. Personnel, including visitors, should be directed to the Shop Coordinator and telephone contact information should be provided.

Example:

