

## SEMESTER

[illegible]

## Safety Checklist for EML2322L (continued)

Equipment	Task	Frequency	Week Number															
-	-	-	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Guarding	mill safety shields	weekly																
	lathe safety shields	weekly																
	TM-2 safety shield	weekly																
	grinder safety shields	weekly																
	grinder tongue shields	weekly																
	grinder pedestal adjustments	weekly																
	table saw safety shield	weekly																
Welding Shop	check welding curtain for tears	weekly																
	all welding bottles secure	weekly																
	spare welding bottles capped	weekly																
	nothing flammable in area	weekly																
	welding safety checklist on wall	weekly																
Waste	food waste in bathroom trashcan	weekly																
	segregate oily chips in red can	weekly																
	segregate CNC chips in yellow can	weekly																
	oily rag waste bin < 50%	weekly																
	chemical rag waste bin < 50%	weekly																

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## Safety Instructions

Equipment	Task	Instructions
General	safety glasses	<i>Make sure they are neatly organized on the rack by the entrance door.</i>
	hearing protection	<i>Make sure they are in their proper locations by the door, in the welding shop, and by the DoAll. Any extra pairs of hearing protection should be placed on the apron rack.</i>
	trip hazards	<i>Walk through the lab, identify, and remedy any trip hazards.</i>
	electrical cabinet clearance	<i>There must be 36" of empty floor space in front of each major electrical cabinet; this applies to the cabinets behind the TM-2, in the welding shop, and by the punch press; even rollaround carts cannot be in that space.</i>
	no unlabeled dispensing bottles	<i>Simple Green bottles must be labeled, as well as any other bottles sitting on the tables or in the cabinets. The only exception are the small MQL oil bottles</i>
	MQL (small oil) bottles	<i>MQL stands for minimum quantity lubrication; the small needles meter a small enough amount of oil that it turns to vapor during use and requires no further process for disposal. Using these bottles properly provides just enough lubrication to keep the chips from adhesive welding to the cutting tools, as evidenced by the clean, dry chips during cleanup. If we do anything that requires more lubrication, we dispose of those chips in the red oily bin trashcan.</i>
	anything that looks shady	<i>Use your imagination; if it looks questionable, it probably is.</i>

### First Aid

check dates on first aid supplies

*Pull out safety supplies and look for expired dates; check saline bottles too.*

refill first aid kit by bathroom

*nitrile gloves (4 pr), band-aids(2 boxes), triple antibiotic (neosporin) (10 pkg), antiseptic wipes, gauze, tape, scissors, saline bottles (2), burn gel, hydrogen peroxide, tweezers*

refill first aid kit by sandblaster

*nitrile gloves (4 pr), band-aids (1 box), triple antibiotic (5 pkg), antiseptic, gauze, tape, scissors, saline bottles (2)*

refill first aid kit on storage shelf

*nitrile gloves (4 pr), band-aids (1 box), triple antibiotic (neosporin) (10 pkg), antiseptic wipes, tweezers, gauze, tape, scissors, water bottle (1), trash bag for cleanup*

refill first aid kit in welding shop

*nitrile gloves (2 pr), antiseptic, gauze, tape, scissors, burn gel*

refill first aid kit on SAE side

*nitrile gloves (4 pr), band-aids(2 boxes), triple antibiotic (neosporin) (10 pkg), antiseptic, gauze, tape, scissors, saline bottles (2)*

### Guarding

mill and lathe safety shields

*Make sure they are installed on the machines.*

TM-2 safety shield

*Make sure it is mounted on the machine or nearby so it can be mounted if needed.*

grinder safety shields

*Make sure the large safety glass shields are present and not shattered.*

grinder tongue shields

*Make sure the tongue shields are adjusted so there is less than 1/8" between them and the grinding wheel.*

grinder pedestal adjustments

*Make sure the pedestals are adjusted to within 1/8" of the grinding wheel at all times.*

table saw safety shield

*Saw is located by the refrigerator. Make sure the guard is present and installed.*

Welding Shop	check welding curtain for tears	<i>Self explanatory; if found, staple or zip tie close</i>
	all welding bottles secure	<i>Each bottle must be attached securely to something stationary.</i>
	spare welding bottles capped	<i>Ensure all welding bottles caps are on when not in use.</i>
	nothing flammable in area	<i>self explanatory</i>
	welding safety checklist on wall	<i>self explanatory</i>
Waste	food waste in bathroom	<i>Make sure all food products are disposed of into the trashcan in the bathroom.</i>
	oily chips/ CNC chips	<i>Make sure the oily chip go into the red can and CNC chips in the yellow can.</i>
	oily rag waste bin < 50%	<i>Ask Mike how to dispose of the contents if the bin is more than 50% full.</i>
	chemical rag waste bin < 50%	<i>Ask Mike how to dispose of the contents if the bin is more than 50% full.</i>

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