

**BROOKHAVEN NATIONAL LABORATORY  
MACHINE SHOP SAFE WORK PRACTICES EVALUATION FORM**

Dept./Div.: PS Machine: PhoSci MSJPM Grinder (Pedestal) (PS-MST-GRINDER-PED)

Machine Shop Supervisor's Name(s): \_\_\_\_\_

Employee Name: \_\_\_\_\_ Life Number: \_\_\_\_\_

Competencies	Date Completed	Evaluated By (Initials)	Comments
1. State BNL policy for use of eye protection in machine shops.			
2. Identify main disconnect for tool and explain the requirement for access to it.			
3. Identify all controls and describe their functions.			
4. Identify all machine guards and describe their functions.			
5. Explain the possible hazard involved with grinding non-ferrous metals.			
6. Identify who is authorized to change grinding wheels and why this is restricted.			
7. State the proper clearance between the wheel and the tool rest, and the wheel and the tongue guard.			
8. Inspect grinding wheel for chips and cracks prior to starting motor.			
9. Explain the process when defects are found.			
10. Describe proper method of holding small parts that need to be ground.			
11. Demonstrate safe work practices while grinding a piece of metal. Successful completion includes the following:			
11.1 All loose clothing, jewelry, and long hair are secured as necessary.			
11.2 Stands out of line with wheel at turn on.			
11.2 Holds piece against toolrest while grinding.			
11.3 Sides of the wheel are not used for grinding unless specifically designed for that purpose.			
11.4 All rotational motion has stopped prior to cleaning machine and force is not used to stop the wheel.			

The Machine Shop Supervisor certifies that the employee demonstrated safe performance of the items listed above.

Machine Shop Supervisor's Name(s): \_\_\_\_\_ Date \_\_\_\_\_

Machine Shop Supervisor Signature: \_\_\_\_\_

Employee Signature indicates his or her completion of the above evaluation.

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_