

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

Dept./Div.: PS

Machine: PhoSci MSJPM Cut Off Chop Box Saw (Lg) Lev3 (PS-MST-CUTOFF-CHPSW3)

Machine Shop Supervisor's Name(s): _____

Employee Name: _____ Life Number: _____

Competencies	Date Completed	Evaluated By (Initials)	Comments
1. State the BNL policy for use of eye protection in machine shops.			
2. Identify the 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. Identify who may change saw blades and why this is restricted.			
6. Describe the proper method of supporting an oversized piece and explain why it is necessary.			
7. Demonstrate safe work practices while performing saw operations. Successful completion includes the following:			
7.1 All loose clothing, jewelry, and long hair are secured as necessary.			
7.2 Saw is level and secure before operation.			
7.3 Work piece secured in vise/clamped. Work piece properly supported on both ends.			
7.4 All guards are in place. Hands and fingers are not in line with the blade.			
7.5 Blade and speed selection proper for material.			
7.6 Pivot base is locked at desired angle before starting the cut.			
7.7 Blade stopped completely before removing pieces or cleaning machine.			
7.8. Clean machine and area upon completion, without using bare hands or compressed air on metal chips.			

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 _____