

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

Dept./Div.: PS Machine: PhoSci MSJPM Band Saw (PS-MST-BANDSAW)

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 requirements 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 select and change saw blades; and why this is restricted.			
6. Ensure that push sticks or sacrificial blocks are available, and explain their purpose.			
7. Describe how to properly support oversized work pieces.			
8. Demonstrate safe work practice while performing saw cuts.			
8.1. All loose clothing, jewelry, and long hair are secured as necessary.			
8.2 Work piece is secured to the work surface prior to starting.			
8.3. Blade guard set to proper height for the material to be cut.			
8.4 Saw blade, speed and feed rate appropriate for the material.			
8.5 All guards are in place and securely attached.			
8.6 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 _____