

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

Dept./Div.: PS Machine: PhoSci MSJPM Drill Press (PS-MST-DRILLPRESS)

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 process when defects are found.			
6. Explain the potential hazards of working with soft metals and securing a piece by hand.			
7. Demonstrate safe work practices while drilling a hole in a piece of metal. Successful completion includes the following:			
7.1 All loose clothing, jewelry, and long hair are secured as necessary.			
7.2 Work piece is secured to the work surface prior to starting.			
7.3 The drill bit is secure in the chuck and the chuck key is removed prior to starting.			
7.4 Bits are sharp and appropriate for the material. Drill speed is appropriate for the material.			
7.5 All guards are in place and securely attached.			
7.6 Pull the handle toward self (do not lean into machine) and ensure that excessive downward force is not exerted on drill bit.			
7.7 Ensure that all rotational motion has stopped prior to touching the work piece or chuck.			
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 _____