

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

Dept./Div.: PS Machine: PhoSci MSJPM Lathe (PS-MST-LATHE)
 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 machine controls and explain their functions.			
4. Identify all machine guards and describe their functions.			
5. Explain the process when defects are found.			
6. Describe the proper methods for supporting oversized pieces and explain why.			
7. Demonstrate safe work practices while machining a piece in the lathe. Successful completion includes the following:			
7.1 All loose clothing, jewelry, and long hair are secured as necessary.			
7.2 Work piece is secure in the chuck and that the chuck key is removed.			
7.3 Speed of rotation, tool, and tool position is appropriate for the material and its size.			
7.4 All guards are in place.			
7.4 Hands are kept clear of the point-of-operation and the chips being removed from the piece.			
7.5 Ensure that all rotational motion has stopped prior to touching or measuring piece.			
7.6. 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 _____