Summary

Machine and Woodworking Shop Safety
SOP-0076

Synopsis:

Machine and woodworking shops are central to supporting the notion of “Mens et Manus” (mind and hand) at MIT. Students, faculty, researchers and machinists operate machine shop equipment (lathes, mills, drill-press etc.) to fabricate/machine various items, objects and parts. Safe-use of the machine shop equipment (“tools”) requires a combination of engineering controls (machine-specific safeguards/shields etc.) operator training and supervision as well as administrative controls (controlled access to shops.) This SOP is intended to be a guide to machine and woodworking shop managers (and users) by outlining the procedures required to help safeguard users and to manage shops at MIT.

Summary Procedure:

1. Maintain controlled-access to all shops.
2. Post safety rules in all shops.
3. Designate a “Shop Manager” to monitor all shop operations and act as a resource for training.
4. Train all machine tool operators. Training shall be tracked (centrally) in the EHS Office.
5. Equip machine tools with safeguards and shields to protect operators from flying chips/debris as well as contact with moving parts. Means for emergency stop and preventing re-starting after a power interruption shall be standard equipment on all machine tools.
6. Meet the above standards when purchasing new machine shop equipment. Shop Manager to consult with the EHS Office for review.
7. Dispose of excess/scrap machine tools managed by the use of contractual/hold-harmless documentation. Shop Managers should contact the Property Office.