

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

Dept./Div.: PS Machine: NSLS-II MSJPM Belt/Disc Sander (PS-MST-BELTSANDER)

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. State the proper clearance between the belt/disc and the tool rest.			
6. Explain the process when defects are found.			
7. Describe proper method of holding small parts that need to be ground.			
8. Explain potential hazard of working with wood and metal on the same machine.			
9. Demonstrate safe work practices while sanding a piece of metal. Successful completion includes the following:			
9.1 All loose clothing, jewelry, and long hair are secured as necessary.			
9.2 Belt/disc is not torn or damaged.			
9.3 All guards are in place and securely attached.			
9.2 Hold piece against toolrest while sanding.			
9.3 All rotational motion has stopped prior to cleaning machine and that force is not used to stop the belt/disc.			

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 _____