

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

Dept./Div.: PS Machine: NSLS-II MSJPM Milling CNC (PS-MST-MILLING-CNC)

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 including the proficient use of the CNC pendant.			
5. Explain the process when defects are found.			
6. Demonstrate safe work practices while performing milling operations. Successful completion includes the following:			
6.1 All loose clothing, jewelry, and long hair are secured as necessary.			
6.2 Work piece is secured to the moving surface, and the cutting tool is secured in the chuck. Tool for drawbar is removed.			
6.3 Speed of rotation, tool, and feed rate is appropriate for the material and its size.			
6.4 All guards are in place and securely attached.			
6.4 All moving parts have stopped prior to touching or measuring the piece.			
6.5 Clean milling machine upon completion of cut, without using bare hands or compressed air to remove 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 \_\_\_\_\_