Shop Safety Meeting Advance Information

General Information

It is impossible to prevent all accidents; however, a well maintained machine shop can be a safe place if good practices are followed. One might arbitrarily divide accidents into four categories, according to the remedial action required after the accident.

1. Application of a “band aid”
2. A trip to health services is required, but the injured person can walk there. (e.g. to check whether stitches are required.)
3. Emergency medical personnel are required to transport the person.
4. Action must be taken within seconds in order to be effective.

The purpose of a buddy system is not **PRIMARILY** to provide remedial action **AFTER** an accident. The purpose of the buddy system is to **PREVENT** accidents from happening by helping people follow good practices. Thus, an effective buddy must have sufficient knowledge to provide helpful suggestions and point out possible mistakes.

Anyone, however expert and careful, can have a moment of inattention. The buddy must also be in a location where they are in a position to notice when best practices are not followed. The buddy system can also provide assistance should an accident occur.

Proposals

1. **Hair**
   a. It is proposed that hair be arranged in such a way that no hair falls forward when one’s head is tipped toward the floor and shaken vigorously. It is worth noting that some ponytails can fall forward, and that tendrils or wisps of hair may fall forward even if most of the hair is constrained. The shop now provides a variety of hair management products. If desired hats or caps can also be provided.

2. **Clothing**
   a. Loose or ill fitting clothing can present a hazard. The “lab coats” now offered in the shop are not well suited to small people. We propose offering several alternatives: 1. shop aprons 2. scrubs with no sleeves 3. sweatshirts. People are also free to use their own personal clothes that fit appropriately.

3. **Checklists**
   a. A checklist on general best practices will be posted at the entry of the shop
   b. It is **SUGGESTED** that anyone who has not used the shop in the last six months review the checklist for general shop use
   c. Checklists will be posted on or near each machine
   d. Annual recertification will include a review of the checklists
   e. It is **SUGGESTED** that anyone who has not used a machine in the last six months review the checklist for that machine on-line before using the machine

4. **Study Location**
   a. Desks with one or more computers will be located in the shop near a “power off” switch.
5. Extended Shop Coverage
   a. It has been suggested that students be hired to “cover” the shop from 11 AM to 7 PM every day. Even in Stan’s absence, a buddy would not be required while that person was present.

6. Proposed New Shop Use Policy
   a. Only AUTHORIZED users accompanied by an APPROPRIATE buddy may use the POWER EQUIPMENT in the shop AFTER HOURS. The buddy MUST BE PHYSICALLY PRESENT in the shop at all times.
      
      i. Suggested Definitions
         1. Authorized User:
            a. Anyone one who has red or green certification
            b. Anyone who has green certification
            c. Anyone who has green certification and has used the shop for 10 hours during the last six months, as documented by after hours use or by VOLUNTARILY signing in and out while Stan is present
         2. Appropriate Buddy
            a. Any able bodied adult
            b. Anyone who has passed any shop course
            c. Anyone who has passed green training
            d. The skill level of the buddy may be allowed to vary with the skill level of the shop user being supported.
         3. After Hours
            a. Any time when Stan or another shop monitor is not present
            b. Any time when Stan or another shop monitor is not present, excluding 1 AM to 6 AM. No power tool use would be allowed between 1 AM and 6 AM

Letter to the editor of the NY Times on April 27, 2011 Re “It May Be the Graveyard Shift, but It’s Still No Time for Snoozing on the Job” (news article, April 23):

Back in the early 1970s, I was working the midnight-to-6 shift as a budding radio announcer. Exhausted and bored one night, I cued up my next record, then put my head down on the console to rest for just a moment. Twenty minutes later, I woke up.

The next day, the program director called me at home. He said, “It happens to everyone who works that shift ... once!”

Lucky for me, no one’s life depended on my playing the next song. But for air traffic controllers, lives are at stake. And falling asleep on the job is no laughing matter.

The Federal Aviation Administration’s decision to add a second person to the graveyard shift is a good first step. But it’s only a first step. JOHN FINEBERG St. Paul, MN