



Power Operated Tools (Students)

Scope

This policy applies to all students who use power operated tools. This includes but is not limited to the shop tools in the Facilities Management, Fine & Performing Arts, Theater, and Physics and Engineering departments.

Purpose

To ensure that students who operate such equipment do so competently and without placing themselves or others at risk of injury and to reduce the possibility of damage to the equipment and College property.

Process

1. Instructors must complete Safe Operating Procedures (SOP) for each piece of equipment or retain the list that comes with new equipment.
2. Instructors must post SOPs in the shop where easily accessible for all students.
3. Students must receive hands-on training for all safety procedures and equipment within the shop.
4. Instructors must provide personalized training to each operator on each piece of equipment to the degree that they have demonstrated the competence to operate the equipment safely.
5. Instructors must incorporate the safe operating procedures into the course curriculum.
6. Students may not operate equipment alone.
7. All students who are working in a shop while equipment is being operated must wear eye protection.

Responsibilities

1. Instructor / Supervisor
 - a. Post Safe Operating Procedures in a prominent place in the shop
 - b. Review the SOPs with the students
 - c. Provide hands-on training for each student
 - d. Complete the Training Sign-In sheet for all training and have students sign that they have been trained; forward Training Sign-In sheet to Human Resources
 - e. Ensure that the SOPs are being followed
 - f. Ensure that operators and others working in the shops are wearing eye protection
2. Students
 - a. Read and understand the SOPs
 - b. Follow the SOPs
 - c. Obtain the appropriate training prior to operating equipment
 - d. Wear appropriate personal protective equipment (PPE) when working in the shops
3. Human Resources
 - a. Maintain all training records for employees

Evaluation

The Safety Committee shall be responsible for evaluating this policy annually.

Document History

Created: 4/2005

Audited: 1/2006, 2/2007, 3/2008, 3/2009, 3/2010, 3/2011, 3/2012



**Power Operated Tools – Safety Procedures
Sign-Off**

By signing below, I am acknowledging that I have been trained on and am familiar with the safety procedures for the shop and equipment in which I am working.

Employee's Signature

Date

Print Name – Employee

Manager's Signature

Date

Print Name – Manager

Cc: Human Resources