

# BNL MACHINE SHOP SAFE WORK PRACTICES EVALUATION FORM

Rev. 05-01-2006

Dept./Div.: LS Course Number: LS-SH-BLTSND Course Name: **Belt/Disc Sander Safety**

Employee Name: \_\_\_\_\_ Life Number: \_\_\_\_\_  
 (please print)

COMPETENCIES	COMMENTS
1. State BNL policy for use of eye protection in machine shops.	
2. Identify master power on/off switch for tool, and explain the requirement for access to it.	
3. Identify all machine guards and describe their functions.	
4. Identify all controls and describe their functions.	
5. State the proper clearance between the belt/disc and the tool rest.	
6. Ensure the belt/disc is in good condition – no tears, frayed edges, and it runs true.	
7. Check the machine (jog) for proper direction of rotation prior to starting motor.	
8. Demonstrate the following safe work practices:	
8.1 Ensure that gloves are removed, and all loose clothing, jewelry, and hair are secured as necessary.	
8.2 Hold piece against toolrest while sanding.	
8.3 Ensure that all rotational motion has stopped prior to cleaning machine and that force is not used to stop the belt/disc.	
9. Describe proper method of holding small parts that need to be ground.	
10. Explain potential hazard of working with wood and metal on the same machine.	

The evaluator certifies that the employee demonstrated safe performance of the items listed above.

If this box is checked, see additional comments on back of this form.

Evaluator Name / Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature indicates his or her completion of the above evaluation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Send completed forms to the NSLS Training Coordinator, P. O. Box 5000, Bldg. 725D, Upton, NY 11973.