

**BNL MACHINE SHOP SAFE WORK PRACTICES EVALUATION FORM**

Rev. 05-01-2006

Dept./Div.: LS Course Number: LS-SH-MILLING Course Name: **Milling Machine 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. Demonstrate the following safe work practices:	
5.1 Ensure that all loose clothing, jewelry, and hair are secured as necessary.	
5.2 Ensure that the piece is secured to the moving surface, and the cutting tool is secured in the collet.	
5.3 If using drill chuck, ensure drill bit is secure in the chuck and the chuck key is removed from the chuck.	
5.4 Ensure that the face shield is clean and in place between the point of operation and eyes.	
5.5 Ensure that the tool speed and the feed rate are appropriate for the type of cut and material being cut.	
5.6 Ensure that all moving parts have stopped prior to touching or measuring the piece.	
5.7 Clean milling machine upon completion of cut, ensuring not to use compressed air or bare hands to remove chips.	

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.