







WSPS.CA



### **CNC MACHINE SAFETY TIPS**



#### **Be Prepared**

✓ Ensure you have been trained in the use of the CNC machine

SAFETY CHECK

- ✓ Inspect the equipment to ensure no obvious defects: damaged chuck, dull or cracked tools, damaged shields
- ✓ Use appropriate personal protective equipment (PPE):
  - Safety glasses
  - Hearing protection
  - Non-slip safety shoes
- $\checkmark$  Remove rings, bracelets, watches, necklaces before work
- ✓ Tie back and confine long hair
- ✓ Wear tight fitting clothing and/or roll up sleeves to prevent snagging

Work Safe

- ✓ Ensure workpiece is clamped securely before starting machine
- ✓ Check that tools are sharp and set correctly
- ✓ Do not defeat any safeguarding measures
- ✓ Never reach into the CNC or an associated machine while the CNC is running
- ✓ Use a brush or vacuum to clean chips off surfaces, do not use compressed air, hands or a rag
- ✓ Keep hands clear during manual ✓ Let your supervisor know adjustments or flash control
- ✓ Be aware of and remove burrs and sharp edges as soon as possible
- ✓ Never reach into the discharge chute of chip conveyors
- ✓ Maintain. lubricate and adjust machine in accordance with the manufacturer's instructions only after the machine is stopped and locked/tagged out

#### **Finish Right**

- $\checkmark$  Clean the floor and work area around the machine
- ✓ Ensure all warning signs are readable
- ✓ Use a lockout procedure for cleaning and maintenance
- Replace cutting coolant according to manufacturer's instructions
- ✓ Defective equipment must be tagged and removed from service
- ✓ Clean and put away PPE
- of any safety concerns and damage to the machine



If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

#### WSPS.CA

I)) Speak up!

✓ Do not use gloves





Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

#### OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Providing well-engineered machines with appropriate safeguarding
- Policies and procedures for proper use and maintenance
- Inspecting and repairing equipment regularly
- Training staff
- Implementing and enforcing PPE program
- Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

WSPS.CA

3

330-ATK-01-IMOT © 2020, Workplace Safety & Prevention Services (WSPS) 1877 494 WSPS (9777) | 905 614 1400 | www.wsps.ca





## **CONVEYOR SYSTEM SAFETY TIPS**



#### **Be Prepared**

#### Work Safe

- ✓ Ensure you have been trained in the use of the conveyor
- ✓ Check the machine for obvious defects such as:
  - Missing guards

SAFETY CHECK

- Damaged controls
- Damaged lacing
- ✓ Use appropriate personal protective equipment (PPE):
  - Non-slip safety shoes
  - Hearing protection if over 85 dBA
- $\checkmark$  Remove ties, rings, bracelets. watches and necklaces
- ✓ Secure long hair
- ✓ Wear tight-fitting clothing and/ or roll up sleeves to prevent snagging

- ✓ Do not use gloves
- clean while conveyor is running
- conveyors
- $\checkmark$  Lift product properly:

  - Lift with the leg muscles
  - Bend at the hips and keep the back straight (i.e., maintain natural curve in low back)
  - Keep the object close to your body
  - Turn your feet and do not twist the back
- ✓ Do not grasp rotating parts
- ✓ Do not defeat any safeguarding measures

#### **Finish Right**

- ✓ Clean the floor and work area around the conveyor
- ✓ Ensure all warning signs are readable
- $\checkmark$  Use lockout procedure during cleaning and maintenance
- ✓ Defective equipment must be tagged and removed from service
- ✓ Clean and put away PPE
- $\checkmark$  Let your supervisor know of any safety concerns or damage to the conveyor



If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

WSPS.CA

I) Speak up!

- ✓ Do not try to clear jams or
- $\checkmark$  Do not scramble over or under
  - - Grip securely





Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference



#### OWNERS AND SUPERVISORS

Have you taken steps to control hazards by using the hierarchy of controls?

- Engineering safeguarding to a safety standard
- Policies and procedures for proper use and maintenance
- Inspecting and repairing equipment regularly
- Training staff on how to recognize, assess and control conveyor hazards
- Implementing and enforcing safe work procedures including use of PPE

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

WSPS.CA

5

330-ATK-01-IMOT @ 2020, Workplace Safety & Prevention Services (WSPS) 1 877 494 WSPS (9777) | 905 614 1400 | www.wsps.ca



## **DRILL PRESS SAFETY TIPS**



#### **Be Prepared**

 ✓ Review safety data sheet for work materials and cutting fluid hazards

SAFETY CHECK

- ✓ Inspect critical parts of the drill press on a daily basis
- ✓ Adjust lighting to illuminate the work area
- ✓ Ensure chuck shield is properly adjusted before starting
- ✓ Use an anti-fatigue mat if standing for long periods
- ✓ Wear personal protective equipment (PPE)
  - Safety footwear
  - Safety glasses
  - Hearing protection
- ✓ Remove rings, bracelets, watches, necklaces before work
- $\checkmark~$  Tie back long hair
- ✓ Wear tight fitting clothing and/or roll up sleeves to prevent snagging

#### Work Safe

- ✓ Use drill press only for intended purpose
- ✓ Do not use gloves
- Properly secure work piece with clamps (do not hand-hold)
- ✓ Ensure you remove the chuck key from chuck before starting
- ✓ Before drilling larger diameter holes, always drill smaller pilot hole first
- ✓ Apply gradual pressure
- ✓ Never remove chips and curls by blowing with your mouth
- ✓ Stop if unusual vibration or noise
- ✓ Ensure chuck has come to a complete stop before carrying out any work in the area of the chuck or cutting tool
- ✓ Do not grasp rotating parts
- ✓ Handle hot and/or sharp work pieces and cutting tools with gloves or a rag
- ✓ Keep work area tidy

#### **Finish Right**

- ✓ Remove chips and curls with a vacuum or a brush
- Clean up spills, tools, equipment and trip hazards in the work area
- Lockout and tag out before performing any maintenance, adjusting speed by moving belt onto different pulleys, cleaning
- ✓ Defective equipment must be tagged and removed from service
- ✓ Clean and put away the PPE
- ✓ Wash hands and any exposed areas regularly
- $\checkmark$  Keep drill bits clean and sharp
- ✓ Let your supervisor know of any safety concerns and damage to the drill press



If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

WSPS.CA

I)) Speak up!

 330-ATK-01-IMOT © 2020, Workplace Safety & Prevention Services (WSPS)

 1 877 494 WSPS (9777) | 905 614 1400 | www.wsps.ca





Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference



#### OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Safeguarding per CSA Z432 Safeguarding of Machinery
- Inspecting and maintaining drill press on a daily basis
- Training staff on proper inspection and safe use and checking their knowledge and actions
- Posting and replacing all necessary safety labels and instructions
- Providing required PPE

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

WSPS.CA





## LATHE SAFETY TIPS



#### **Be Prepared**

- ✓ Ensure you have been trained in the use of the lathe
- Inspect the equipment to ensure no obvious defects: damaged chuck, dull tools, damaged shields
- Use appropriate personal protective equipment (PPE):
  - Safety glasses
  - Non-slip safety shoes
- ✓ Remove rings, bracelets, watches, necklaces before work
- ✓ Tie back long hair

SAFETY CHECK

 ✓ Wear tight fitting clothing and/or roll up sleeves to prevent snagging

- Work Safe ✓ Do not use gloves
- ✓ Ensure workpiece is correctly attached and turning properly
- ✓ Do not touch or grasp rotating parts with hands
- Do not defeat any safeguarding system
- ✓ Do not cut too deep as the piece may bend or break
- ✓ Stop the lathe before measuring the work
- ✓ Do not leave running lathe unattended
- Clean waste from machine on a regular basis but only after machine is completely stopped and locked/tagged out
- ✓ Maintain, lubricate and adjust lathe in accordance with the manufacturer's instructions only after the machine is stopped and locked/tagged out

#### Finish Right

- ✓ Clean the floor and work area around the machine
- ✓ Ensure all warning signs are readable
- ✓ Use a lockout procedure for cleaning and maintenance
- ✓ Replace cutting oil according to manufacturer's instructions
- ✓ Defective equipment must be tagged and removed from service
- ✓ Clean and put away PPE
- ✓ Let your supervisor know of any safety concerns and damage to the lathe



If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

WSPS.CA

I)) Speak up!





Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

#### OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Providing well-engineered machines with appropriate safeguarding
- Policies and procedures for proper use and maintenance
- Inspecting and repairing equipment regularly
- Training staff on how to recognize, assess and control lathe hazards
- Implementing and enforcing PPE program

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

WSPS.CA





## INDUSTRIAL LASER (ANSI CLASS 3B AND 4) SAFETY TIPS

#### **Be Prepared**

- ✓ Ensure you have been trained on proper use and know the class of the laser(s) in use as per Ministry of Labour recommendations and ANSI Z136.1
- Talk to the laser safety officer if you have any questions or concerns
- ✓ Inspect the equipment for obvious defects such as:
  - Damage to housing
  - Electrical power supply
  - See company checklist
- Use appropriate personal protective equipment (PPE):
  - Appropriate protective eyewear
  - Safety footwear
  - Gloves
- ✓ Know where the fire extinguisher is located

#### Work Safe

- ✓ Remove flammable materials and liquids from work area
- ✓ Cover windows or draw blinds
- ✓ Never open the housing while a laser is running
- ✓ Keep the beam path above or below eye level for one seated or standing
- $\checkmark$  Do not look into the beam
- ✓ Never aim the laser at a person's eye or reflective objects
- Do not defeat any safeguarding measures
- ✓ Follow signs and procedures for controlled access to laseraffected area
- ✓ Consult manufacturer's guidelines related to local exhaust. Ensure exhaust system is functioning before and during laser operation.

#### Finish Right

- ✓ Ensure all warning signs are readable
- ✓ Use a lockout procedure for cleaning and maintenance
- ✓ Defective equipment must be tagged and removed from service
- ✓ Clean and put away PPE
- ✓ Let your supervisor know of any safety concerns and damage to the laser system



If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

WSPS.CA

I) Speak up!





Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard by using the hierarchy of controls?

- Providing well-engineered lasers with appropriate safeguarding
- Implementing policies and procedures for proper use and maintenance as per Ministry of Labour recommendations and ANSI Z136.1
- Inspecting and repairing regularly
- Training staff
- Implementing and enforcing PPE program

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

WSPS.CA

11

330-ATK-01-IMOT @ 2020, Workplace Safety & Prevention Services (WSPS) 1 877 494 WSPS (9777) | 905 614 1400 | www.wsps.ca





# VERTICAL BALER SAFETY TIPS

#### **Be Prepared**

- ✓ Ensure you have been trained in the safe use of the baler
- ✓ Inspect the machine for obvious defects such as:
  - Broken door locks
  - Bent doors
  - Damaged controls
  - Hydraulic leaks
- ✓ Review the safety warning labels on the equipment
- ✓ Use appropriate personal protective equipment (PPE):
  - Non-slip safety shoes
  - Cut-resistant gloves
  - Safety glasses
- ✓ Let someone know when you are going to use the baler
- ✓ Secure any personal items that could fall into baler
- ✓ Only place appropriate recyclable materials in the baler

#### Work Safe

- Ensure baler chamber is guarded to prevent reaching in or falling
- ✓ Do not place any body part past the threshold of the chamber
- ✓ Ensure the baler material filling door(s) is(are) securely closed before operating
- ✓ Never open the door while a baler is running
- ✓ Stand to the side and ensure area in front of baler is clear of personnel and debris when clearing the bale
- ✓ All access doors must be equipped with safety interlocking devices that immediately signal the baler to stop upon opening
- $\checkmark$  Do not defeat any safeguarding
- ✓ Clean up any spills immediately
- ✓ If there is a jam or other problem, contact your supervisor for assistance

#### Finish Right

- ✓ Clean the floor and work area around the machine
- ✓ Ensure all warning signs are readable
- ✓ Use lockout procedure during cleaning and maintainence
- ✓ Ensure only qualified individuals are performing maintenance on balers, and that manufacturer's instructions are followed
- ✓ Clean and put away PPE
- ✓ Report any problems with the equipment or signs to your supervisor



If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

WSPS.CA

I)) Speak up!





Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

O si

#### OWNERS AND SUPERVISORS

Have you taken steps to control hazards by using the hierarchy of controls?

- Engineering safeguarding to a safety standard
- Place the machine in a location where the work can be supervised
- Inspecting and repairing equipment regularly
- Training staff on how to recognize, assess and control baler hazards
- Implementing and enforcing safe work procedures including the use of PPE

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

WSPS.CA





## WASTE COMPACTOR SAFETY TIPS

#### Be Prepared

- Ensure you have been trained in the use of the compactor
- ✓ Inspect the machine to ensure no obvious defects:
  - Broken door locks
  - Bent doors

SAFETY CHECK

- Damaged controls
- Hydraulic leaks
- ✓ Review the safety warning labels on the equipment
- ✓ Use appropriate personal protective equipment (PPE):
  - Non-slip safety shoes
- ✓ Let someone know when you are going to use the compactor
- ✓ Secure any personal items that could fall into compactor
- Only place materials appropriate for the specific compactor in the compactor
- Confirm which materials are safe to place in compactor

- ✓ Compact every time material is placed in compactor
- Ensure compactor hoppers (where present) are guarded to prevent reaching in or falling
- ✓ Do not place any body part past the threshold of the hopper
- ✓ Ensure the compactor material filling door(s) is(are) securely closed before operating
- ✓ Never open the door while a compactor is running
- ✓ All access doors to compactor hazards must be equipped with safety interlocking devices that immediately signal the compactor to stop upon opening
- ✓ Do not defeat any safeguarding
- ✓ Clean up any spills immediately
- ✓ If there is a jam or other problem, contact your supervisor for assistance

#### **Finish Right**

- ✓ Clean the floor and work area around the machine
- Ensure all warning signs are readable
- ✓ Use a lockout procedure for cleaning equipment and maintainence
- ✓ Ensure only qualified individuals are performing maintenance on compactors, and that manufacturer's instructions are followed
- ✓ Clean and put away PPE
- Report any problems with the equipment or signs to your supervisor



## ・()) Speak up!

If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

#### WSPS.CA





Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

🕛 s

#### OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Engineering lockable access and safeguarding
- Place the machine in a location where the work can be supervised
- Procedure for safe use and maintenance
- Inspecting and repairing equipment regularly
- Training staff on how to recognize, assess and control compactor hazards
- Implementing and enforcing PPE program

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

WSPS.CA





## METAL WORKING FLUIDS SAFETY TIPS



#### **Be Prepared**

✓ Review Safety Data Sheet

SAFETY CHECK

- ✓ Monitor, filter and replace fluids according to the manufacturer's instructions
- ✓ Inspect machines for obvious defects that would allow fluid to escape such as: broken cover, damaged splash guards and leaks
- $\checkmark$ Use appropriate personal protective equipment (PPE):
  - Gloves, apron
  - Safety glasses
  - Non-slip safety shoes
  - Applicable respiratory protection
- ✓ Before work, remove rings, bracelets and watches
- ✓ Wear tight fitting clothing and contain hair
- ✓ Ensure adequate ventilation
- ✓ Locate nearest:
  - Eye wash fountain
  - Deluge shower
  - Spill kit

## Work Safe

- $\checkmark$  Be aware of other people and processes in your work area
- $\checkmark$ Ensure local ventilation is working
- $\checkmark$  Watch for sharp edges and burrs that could cut or scrape skin
- ✓ Avoid skin contact, and inhaling fluid mist
- $\checkmark$  Do not eat, drink or smoke in areas where metal working fluids are used

#### **Finish Right**

- $\checkmark$  Clean any spills and the work area
- ✓ Clean and put away PPE
- ✓ Remove and follow procedure for cleaning any contaminated clothing
- ✓ Wash hands and any exposed areas after use
- ✓ Ensure all warning signs are readable
- ✓ Let your supervisor know of any safety concerns



If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

WSPS.CA

・

Speak up!





Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference

o s

#### OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Use non-flammable, nontoxic fluids if possible
- Providing well engineered equipment with safeguarding and ventilation
- Policies and procedures for proper use and maintenance
- Monitoring and replacing fluid regularly
- Training staff
- Implementing and enforcing PPE program

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

WSPS.CA

17

330-ATK-01-IMOT @ 2020, Workplace Safety & Prevention Services (WSPS) 1 877 494 WSPS (9777) | 905 614 1400 | www.wsps.ca





© 2020 Workplace Safety & Prevention Services (WSPS)

Workplace Safety & Prevention Services (WSPS) grants permission to approved end users to reproduce this document in whole or in part, provided its intended use is for non-commercial, educational purposes and that full acknowledgement is given to WSPS. Approved end users are firms registered with the Workplace Safety and Insurance Board. WSPS reserves the right to extend this permission to other stakeholders and interested parties by express written permission upon application. WSPS extends no warranty to materials amended or altered by the end user. Under no circumstances is this document, or any portion thereof, to be duplicated for purposes of sale or for external reproduction or distribution.

The information contained in this reference material is distributed as a guide only. It is generally current to the best of our knowledge as at the revision date, having been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by WSPS as to the absolute correctness or sufficiency of any representation contained in this reference material. WSPS assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this reference material, or that other or additional measures may not be required in particular or exceptional conditions or circumstances.

For more information contact Workplace Safety & Prevention Services 1877 494 WSPS (9777)

WSPS.CA