

Orientation Guide for New Shop Employees

SAFETY TOUR:

	Safety Office: first aid equipment, WHMIS book, safety forms, lock out equipment, fall arrest equipment, defective tool tags.
	CNC Dept: Where to walk, hazards to look for, emergency exit, fire extinguisher, eye wash station
	Material Bay: Explain yellow lines, lifting & transport of material, inventory of material, different band saws, hazards of hollow spindle lathe, plasma table. Show exit and eye wash station
	Forklift: Show designated path of travel, explain forklift has “right of way” in shop (Do not operate until trained)
	Parts room: Explain how inventory is tracked, show nuts and bolts, extra visors, deburring equipment, welding equipment, etc.
	Cranes: Do not walk under suspended loads. Make eye contact with operator. Do not leave hooks at “head” height. Do not operate until trained or you are working with a qualified worker.
	Mechanics Shop: Talk about eye contact when entering, show porta power. Talk about respecting guards. Show fire extinguisher and eye wash, emergency exit.
	Welding Shop: Explain danger and usage of hydraulic press, grinders & guards. Show compressed gas storage & transport carts for cylinders. Mention setting up & respecting guards and barriers. Show band saw and ironworker, Show fire extinguishers, eye wash and exits
	Machine Shop: Explain hazards of hot flying chips, stringers, maintain safe distance from machines, explain “red buttons”. Show location of ear plugs, respirators etc. Show grinding area, and explain different grinding wheels. Show drill bit sharpener, drills, and sleeves. Also, also show boot brush.
	Bulletin Board: Explain elements of board
	Tool Crib: Show number/fractional/alphabetical drills. Emery cloth, drill rod, all thread, taps, tap handles, broach guides, inserts, end mills, set screws, grease zerks, etc.
	Millwright Shop: Explain use and dangers of press, breakout stands & hydraulic test machine. Respect barriers and guards. Show solvent tank & explain usage. Show exits, fire extinguisher and eye wash stations.
	Green Area: Mention used oil collection
	Office: Watch cables on floor, hot coffee, heavy boxes, filing cabinets and busy intersections.
	Electrical Panels and Lights: Show the employee location of these for shut off incase of emergency.
	Show washing areas and garbage bins in shop.



Connecting You to Results

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