

SHOP MANAGEMENT

After a shop has been planned to be as hazard-free as possible, it must be managed to keep it that way. Consider these key management procedures:

1. Keep all tools and service equipment in good condition.
2. Use personal protective equipment (goggles, face shields, gloves, etc.) when recommended for specific operations or procedures.
3. Keep floors and benches clean to reduce fire and slipping hazards.
4. Clean up as you go while doing a job, and clean the area completely after the job is done.
5. Empty trash containers regularly.
6. Keep lighting, wiring, heating, and ventilation systems in good shape.
7. Lock your shop when necessary to prevent unauthorized use of tools, service equipment, and do not let anyone use tools or service equipment until they've had adequate instruction.
8. Keep guards and other safety devices in place and functioning.
9. Use tools and service equipment only for jobs they were designed for.
10. Keep fire extinguishers serviced, and the first aid kit replenished with supplies.
11. Store oily refuse in a metal container with a self-closing lid.

Date