

SAFETY MANUAL

SUN CITY WEST METAL CLUB

New Members

- New members are required to read this manual and return the Acknowledgement Form.
- Keep this Safety Manual with or in your Orientation Notebook.

Current Members

- Current members are encouraged to review this manual.
- A copy is available at the Monitor's Desk.

Table of Contents

INTRODUCTION.....	1
WHY THIS MANUAL?.....	1
TRAINING AND EDUCATION PROGRAMS.....	1
CERTIFICATION.....	1
GENERAL SAFETY.....	2
Mental Attitude.....	2
Physical Condition.....	2
Disruptive Conduct.....	2
Attire.....	2
EMERGENCIES.....	2
Fire prevention.....	2
First Aid Program.....	2
Bloodborne Pathogens Program (BBP).....	2
Automated External Defibrillator.....	2
Accident Analysis Program.....	3
HAZARD COMMUNICATIONS.....	3
PERSONAL PROTECTIVE EQUIPMENT.....	3
Eye Protection.....	3
Hearing Conservation.....	3
Respiratory Protection.....	3
Hand Protection.....	3
Fall Prevention.....	3
GENERAL EQUIPMENT OPERATION.....	4
Rules For using Compressed Air.....	4
Rules For Operating Rotating Machinery.....	4
Rules For Gas Welding or Gas Cutting.....	4
Rules For Electric Welding.....	4

INTRODUCTION

Your safety and that of those around you should be the prime concern when using SCW Metal Club facilities and equipment. Injuries can be avoided by observing basic safety rules and using common sense.

WHY THIS MANUAL?

The purpose of this manual is to provide you with safety rules and guidance which will enable you to use the SCW Metal Club facilities and equipment safely for yourself and those around you.

Operational safety rules are mandatory and must always be followed when operating equipment in the Club.

Personal safety rules are recommendations for additional protection of the equipment operator.

Remember, accomplishing the job and working safely are integral. The job must never take precedence over doing it safely.

Detailed safety manuals are located at individual machines. In addition, these detailed safety manuals can be found at the Monitor's Desk

TRAINING AND EDUCATION PROGRAMS

Plan your work before you begin. **THINK BEFORE YOU ACT.**

If you are unclear on a procedure, ask another member to check your set up before you begin to work.

Take your time and enjoy your project. Accidents happen when someone tries to do things too fast.

Often the best solution is to ask someone for help if you are unsure how to do a job safely. Many club members have years of experience. They will be glad to share their expertise with you, but you must ask. Don't be shy or too proud to ask!

CERTIFICATION

This manual does not replace the need for Certification, which is a process to qualify/allow members to operate designated equipment or perform certain processes.

Our certification provides a unique combination of hands-on knowledge and formal education to bring a dynamic, real-world experience to all training sessions. See Certification Classes on the website.

GENERAL SAFETY

Mental Attitude

Your mental attitude is a most important factor for safe use of tools and equipment.

Total concentration on what you are doing is imperative. If you are distracted by an event away from the shop, wait until another time to use the equipment. If someone comes over to ask a question or just socialize, turn off the machine until the conversation is over.

Physical Condition

Your physical condition and feeling are a major factor for safe use of tools and equipment. Be sure that you feel well rested and fully alert.

Disruptive Conduct

Fellow members observing misuse/abuse of equipment or tools should tactfully inform member of the correct or better method of use,

Members who threaten the safety of themselves or others, are abusive, blatantly create turmoil, disruption, or dissension among club members may have their club membership temporarily suspended (up to two [2] weeks) by the club. (Per Rec Center Club Bylaws)

Attire

- a. **Clothing:** Wear safe and practical working apparel. Be sure that any clothing you wear is not highly flammable. Neckties and loose, torn, or ragged clothing should not be worn while operating lathes, drill presses, reamers, and other machines with revolving spindles or cutting tools.
- b. **Shoes:** Low-heeled, closed-toe shoes (or proper work boots) made of substantial leather or equivalent material with sturdy soles must be worn in "workspace" area. **ABSOLUTELY NO FLIP-FLOPS /SANDALS!** Exceptions will be allowed for non-members on Rec Center tours.
- c. **Jewelry:** Do not wear rings or any form of jewelry or ornamentation when working around machinery or exposed electrical equipment. Lanyards for badges should be kept free of points of operation.
- d. **Shop Aprons:** Wearing one is a personal choice.

EMERGENCIES

The best course of action is to contact emergency services in Sun City West.

Evacuation procedures: All "EXITS" are clearly marked with lighted exit signs and emergency lights to enhance visibility. Members should know all exits throughout the club. Exits, paths to exits, and all yellow-painted areas should be kept clear at all times.

Fire prevention: Know the location of the fire extinguishers and fire exits.

First Aid Program: Get first aid for even the slightest scratch. Always tell the monitor about any injury that occurs when you are working in the shop. A first aid kit is located by the message center.

Bloodborne Pathogens Program (BBP): A bio-hazard kit for cleanup of bodily fluids is located by the message center.

Automated External Defibrillator: AEDs are used to treat sudden cardiac arrest caused by ventricular fibrillation or ventricular tachycardia. Located by message center.

Accident Analysis Program

If you have a near-miss situation while working, notify the monitor immediately. The situation will be investigated, and corrective action implemented to prevent future injury. Members and bystanders must fully cooperate in the investigation. Complete Rec Center Form CR-20.

HAZARD COMMUNICATIONS

The Chemicals and Materials List along with a pdf copy of the Safety Data Sheets are available at the Monitors Desk.

Chemicals are stored in the Flammable Liquids cabinets.

PERSONAL PROTECTIVE EQUIPMENT

Eye Protection

Appropriate eye protection shall be utilized throughout the Club facilities. Special situations include:

- a. Abrasive cut-off saw and grinding operations should use a full-face shield.
- b. Electric welding requires the use of a welder's hood equipped with a filter lens. (Safety glasses under the hood are strongly recommended).
- c. Gas welding or gas cutting require snugly fitted goggles designed for that purpose.
- d. Where signs are posted requiring specific types of eye protection.

Hearing Conservation

The recommended level under the ear cup should be below 85 (dBA). Therefore, you need earplugs or earmuffs.

Types of hearing protection.

- Earplugs are inserted in the ear canal.
- Semi-insert earplugs consist of two earplugs held over the ends of the ear canal by a rigid headband.
- Earmuffs consist of sound-attenuating material and soft ear cushions that fit around the ear and hard outer cups.

Respiratory Protection

Respirator masks filter weld fumes and particles from the air and increase operator comfort and safety. Welding respirators are designed to fit under the welding helmet or integrate airflow into the helmet system for maximum comfort and portability.

A painter's respirator mask is one of the best ways to protect yourself from paint fumes. When spray painting, a fitted respirator is better than an N95 mask.

Hand Protection

Gloves are recommended when handling dirty/oily items, sharp metal and when grinding.

Fall Prevention

Inspect all ladders before use. Do not use any ladders with missing safety feet, missing or broken rungs, etc. Tag defective ladders with a "DO NOT USE" sign and report the defects immediately.

A spotter must be present while using all step ladders over three steps and rolling platform ladders.

GENERAL EQUIPMENT OPERATION

Rules For using Compressed Air

1. Operational Safety Rules
 - a. Never use compressed air to 'blow-off' material. Flying chips may damage equipment or injure bystanders.
2. Personal Safety Rules
 - a. Never hold a compressed air nozzle against the skin.

Rules For Operating Rotating Machinery

1. Operational Safety Rules
 - a. Wear eye protection appropriate to the job.
 - b. Make sure cutting tools are properly sharpened.
 - c. Clamp the work securely.
 - d. Make sure you have removed any chuck key/wrenches from the machine.
 - e. Make sure that rotating parts of the machine will not interfere with other parts.
2. Personal Safety Rules
 - a. Wear short-sleeved shirts or long-sleeves secured at the cuff.
 - b. Do not wear bracelets or rings.
 - c. Do not wear gloves.
 - d. Do not wear loose clothing, neckties, or bolo ties.
 - e. Remove any items that might get tangled in the machine.

Rules For Gas Welding or Gas Cutting

1. Operational Safety Rules
 - a. Make sure that the exhaust collector/fan is turned on.
 - b. Make sure that hoses, electrical cords, etc. are not where they can be damaged or tripped over.
 - c. Warn others around you before using a cutting torch or using a grinder.
2. Personal Safety Rules
 - a. Wear long-sleeved shirts secured at the cuff.
 - b. Wear leather welder's gloves.
 - c. Wear snugly fitted goggles designed for the purpose.
 - d. Wear shoes which protect your feet from falling slag.
 - e. Do not wear bracelets or rings.

Rules For Electric Welding

1. Operational Safety Rules
 - a. Make sure welding curtains are in place around your work site.
 - b. Make sure the exhaust collector/fan is turned on.
 - c. Make sure the welding leads, hoses, electrical cords, etc. are not where they can be damaged or tripped over.
 - d. Warn others around you before striking an arc or using a grinder.
 - e. Wear leather welder's gloves.
 - f. Wear a welder's hood equipped with filter lens. (Safety glasses under the hood are strongly recommended).
2. Personal Safety Rules
 - a. Wear long-sleeved shirts secured at the cuff.
 - b. Wear shoes which protect your feet from falling slag.
 - c. Do not wear bracelets or rings.

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