

## **MACHINE USE GUIDELINES**

- Review the user manual prior to machine use.
- Wear proper PPE (eyes, ears, face, hands, and feet as needed)!
- Regularly inspect and maintain all machinery for proper function and safety.
- Securely anchor machines to prevent tipping or other movement that while may cause injury when in use.
- Follow all lock out/tag out procedures during repair or maintenance.
- Non-current carrying metal parts of electric machines must be grounded.
- Manually-operated switches must be clearly identified and readily accessible.
- Foot-operated switches must be guarded to prevent accidental contact.
- Emergency shut-offs must be within reach of operator positions at each machine.
- Ensure all guards are in place before starting machine operations.
- Stop the machine before making adjustments or measurements.
- Stop the machine if it is making an unusual or strange noise and immediately report it to the shop supervisor or monitor.
- Clean machines after every use. A clean shop is a safe shop!
- Do not use machinery if you are sick or taking medication which may make you dizzy or drowsy.

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