Machine Shop Annual Inspections

Each year, the EH&S Department sends out a communication to University Machine Shop Supervisors and Owners to remind them of the importance of promoting and maintaining safety in our machine shops. Schools/Departments are updated on any changes to the University Machine Shop Safety program.

Each year brings an influx of new students and staff and your observance is important in ensuring that new personnel are properly trained and authorized to use your shop safely. We want to thank you all for your cooperation, collaboration and active participation over the past few years as we have worked together to develop the University’s Machine Shop Safety program.

Much of this collaborative work can be viewed on the Machine Shop Safety website located on the EH&S Department webpage: http://www.ehs.harvard.edu/programs/machine-shop-safety.

Machine Shop Assessments – Summary
As you know, each year, EH&S conducts assessments of higher risk machine shops. Lower risk shops are assessed on a 3-year cycle.

During this past academic year, the most common findings during the inspections were:

- Access control to shop
- Documentation of hands-on machine specific training
- General housekeeping.

EH&S plans to start the inspections in January in order to keep all the inspections in the same calendar year. Shop supervisors will see a communication from their school’s EH&S Designated Safety Officer (DSO) in January to schedule an inspections.

Machine Shop Inventory
As part of the inspection process, we request that shop owners verify their equipment inventory to insure information contained on our “master list” is complete and accurate. Please provide EH&S with any updates, changes, or missing information for your shop(s).

Machine Shop Safety - Safe Work Practices Policy
This policy establishes the minimum safe work standards and practices in Harvard machine shops to maintain a safe operation. Over the past year, this document has been edited to clarify the responsibilities of schools/departments, shop supervisors and EH&S. Each party must collaborate to implement the machine shop safety program. The policy also has been updated to clarify refresher training for shop users, “working-alone” practices and what OSHA constitutes as a “qualified” Shop Supervisor.

We look forward to continuing to partner with you during this academic year to keep Harvard’s machine shops safe. If you have any questions or need assistance – please call us anytime.