





ENVIRONMENTAL HEALTH & SAFETY

SHOP SAFETY PROGRAM

Issued September 2026

Cal Poly Pomona

WWW.CPP.EDU/EHS.INDEX.SHTML

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TABLE OF CONTENTS

TABLE OF CONTENTS 1
PURPOSE 3
SCOPE 3
POLICY 3
REFERENCES 3
ROLES & RESPONSIBILITIES 4
- Environmental Health & Safety 4
- Shop Managers and Supervisors 5
- Faculty, Principal Investigators, and Instructors 5
- Shop Users 5

DEFINITIONS 5
PROGRAM REQUIREMENTS 6
- Shop Safety Plan 6
- Hazard Identification and Assessment 7
- General Shop Safety 7
- Equipment Safety 7
- Standard Operating Procedures 8
- Training and Authorization 8
- Access, Supervision, and Working Alone 9
- Inspections and Corrective Actions 9
- Emergency Preparedness and Incident Reporting 10
- Documentation and Recordkeeping 10

PROGRAM ADMINISTRATION 11
- Program Review 11
- Shop Safety Plan Review 11
- Record Retention 11

DOCUMENT REVISION HISTORY 12
APPENDICES 13
- Appendix A—Shop Safety Plan Template 13

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PURPOSE

The purpose of the Cal Poly Pomona (CPP) Shop Safety Program is to establish minimum safety requirements for University shops and help protect employees, students, volunteers, and other authorized users from hazards associated with shop equipment, tools, materials, and activities.

This program provides a consistent framework for identifying and controlling shop hazards, training and authorizing users, maintaining equipment in a safe condition, and complying with applicable regulatory and University requirements. Each covered shop shall complete and maintain a shop-specific Shop Safety Plan using the template provided in Appendix A.

SCOPE

This program applies to University-owned or controlled shops where tools, machinery, or equipment are used for fabrication, construction, maintenance, repair, modification, assembly, testing, or similar activities. Covered areas may include machine shops, wood shops, fabrication shops, maintenance and trade shops, art and theater shops, electronics shops, makerspaces, and other areas with comparable shop hazards.

The program applies to faculty, staff, student employees, students, volunteers, and other individuals authorized to enter or perform work in covered shops. Contractors and vendors working within University shops shall comply with applicable University requirements and departmental access and safety procedures.

This program establishes general shop safety requirements and does not replace other applicable University safety programs or regulatory requirements. Activities involving specific hazards, equipment, or materials shall also comply with the applicable program, procedure, permit, or Standard Operating Procedure.

POLICY

Cal Poly Pomona is committed to maintaining University shops in a safe condition and minimizing hazards associated with shop equipment, tools, materials, and activities.

Departments responsible for covered shops shall implement the requirements of this program and maintain a current shop-specific Shop Safety Plan. Shop hazards shall be identified and controlled, equipment shall be maintained in a safe operating condition, and required safety documentation shall be readily accessible.

Only individuals who have completed the required training and received appropriate authorization may independently operate hazardous shop equipment or perform designated hazardous activities. All shop users shall follow applicable safety requirements, use required personal protective equipment, report unsafe conditions and incidents, and stop work when an imminent hazard or unsafe operation is identified.

No individual shall be subject to retaliation for reporting a safety concern or stopping work in good faith because of a perceived hazard.

REFERENCES

The following regulations, standards, and University programs apply to shop operations, as applicable:

California Code of Regulations, Title 8

- Section 3203 – Injury and Illness Prevention Program
- Section 3220 – Emergency Action Plan
- Section 3273 – Working Area
- Section 3314 – Control of Hazardous Energy, Including Lockout/Tagout
- Section 3328 – Machinery and Equipment
- Section 3380 – Personal Protective Devices
- Sections 3940–4086 and 4184–4647 – Groups 6 and 8 – Power Transmission Equipment and Machinery Guarding
- Section 4184 – Guarding Required
- Section 5144 – Respiratory Protection
- Section 5162 – Emergency Eyewash and Shower Equipment
- Section 5194 – Hazard Communication

Other Applicable Requirements and Standards

- California Fire Code
- California Electrical Code
- Applicable manufacturer instructions and nationally recognized safety standards

Cal Poly Pomona Programs and Procedures

- Injury and Illness Prevention Program
- Hazard Communication Program
- Lockout/Tagout Program
- Personal Protective Equipment requirements
- Respiratory Protection Program
- Hearing Conservation Program
- Hot Work Program
- Chemical Hygiene Plan
- Hazardous Materials and Hazardous Waste requirements
- Emergency Management procedures
- Report a Safety Concern and incident-reporting procedures

Additional regulations, University programs, permits, and Standard Operating Procedures may apply based on the equipment, materials, processes, and hazards present within an individual shop.

ROLES & RESPONSIBILITIES

Environmental Health & Safety

Environmental Health and Safety (EH&S) is responsible for:

- Developing and maintaining the Shop Safety Program and related guidance.
- Providing consultation and assistance with shop hazard assessments, safety requirements, and corrective actions.
- Providing or coordinating applicable University safety training.
- Conducting annual shop safety inspections and supporting additional inspections, as appropriate.
- Assisting departments with the evaluation of serious or unusual shop hazards.
- Reviewing the program periodically and updating it when necessary.

Colleges and Departments

Colleges and departments responsible for covered shops shall:

- Designate a qualified Shop Manager, Supervisor, or other responsible individual for each shop.
- Provide or support the resources necessary to implement this program and correct identified hazards.

- Ensure that a shop-specific Shop Safety Plan is completed, maintained, and reviewed annually.
- Ensure applicable hazard assessments, inspections, training, authorization, and safety documentation are completed.
- Support enforcement of shop safety requirements and restrictions on equipment use or access.

Shop Managers and Supervisors

Shop Managers and Supervisors are responsible for the day-to-day implementation of shop safety requirements. Responsibilities include:

- Maintaining the shop-specific Shop Safety Plan.
- Identifying hazards and implementing appropriate controls.
- Establishing and communicating shop rules, access restrictions, and working-alone requirements.
- Ensuring equipment is properly guarded, maintained, and safe to operate.
- Ensuring required Standard Operating Procedures are developed and accessible.
- Verifying that individuals receive appropriate training and demonstrate competency before being authorized to independently use hazardous equipment.
- Maintaining applicable training, authorization, inspection, and maintenance records.
- Conducting or coordinating shop inspections and ensuring identified hazards are corrected.
- Removing unsafe equipment from service and restricting unsafe activities when necessary.
- Reporting incidents and serious safety concerns through applicable University procedures.

Faculty, Principal Investigators, and Instructors

Faculty, Principal Investigators, and instructors who direct or supervise shop activities shall:

- Coordinate activities with the Shop Manager or Supervisor.
- Ensure individuals under their direction comply with shop access, training, authorization, and supervision requirements.
- Ensure work is appropriately planned and applicable hazards are addressed before activities begin.
- Provide appropriate supervision for students and other individuals under their direction.
- Promptly report hazards, incidents, equipment deficiencies, and changes that may affect shop safety.

Shop Users

All shop users shall:

- Complete required training and obtain authorization before independently operating hazardous equipment or performing designated hazardous activities.
- Follow applicable shop rules, Standard Operating Procedures, manufacturer instructions, and safety requirements.
- Use required personal protective equipment.
- Operate only equipment for which they have been trained and authorized.
- Inspect equipment before use and report damaged, malfunctioning, or unsafe equipment.
- Maintain safe and orderly work areas.
- Report injuries, near misses, unsafe conditions, and other safety concerns promptly.
- Stop work and notify the Shop Manager or Supervisor when an imminent hazard or unsafe operation is identified.

DEFINITIONS

Authorized User

An individual who has completed required training, demonstrated competency when applicable, and received department authorization to independently operate designated shop equipment or perform specified hazardous activities.

Covered Shop
A University-owned or controlled area where tools, machinery, or equipment are used for fabrication, construction, maintenance, repair, modification, assembly, testing, or similar activities covered by this program.

Hazardous Equipment
Machinery, equipment, or powered tools that may cause injury through moving parts, hazardous energy, heat, pressure, electrical energy, flying materials, noise, or other hazards if not properly operated or controlled.

Qualified Person
An individual who has the knowledge, training, experience, and demonstrated ability necessary to safely perform an assigned task or evaluate a specific hazard. Additional qualifications may be required by applicable regulations or University programs.

Restricted Area
A shop or designated portion of a shop where access is limited because of hazardous equipment, operations, materials, or other conditions.

Shop Manager/Supervisor
The individual designated by the department to oversee shop operations and implement applicable shop safety requirements.

Shop Safety Plan
A shop-specific document that identifies responsible personnel, equipment, hazards, safety requirements, training and authorization procedures, emergency information, and other information necessary to implement this program within an individual shop.

Shop User
Any employee, student, volunteer, visitor, or other individual who enters or performs activities within a covered shop.

Standard Operating Procedure (SOP)
Written instructions describing the hazards, required controls, personal protective equipment, safe operating steps, and emergency procedures associated with specific equipment, processes, or activities.

Working Alone
Performing work when no other authorized person is present within the immediate area who can observe the work or promptly provide or obtain assistance in an emergency.

PROGRAM REQUIREMENTS

Shop Safety Plan

Each covered shop shall complete and maintain a shop-specific Shop Safety Plan using the template provided in Appendix A. The plan shall identify the shop's responsible personnel, equipment, hazards, safety requirements, training and authorization practices, access restrictions, emergency information, and locations of applicable safety records.

The Shop Safety Plan shall be readily accessible to affected shop users and Environmental Health and Safety (EH&S). It shall be reviewed at least annually and updated whenever significant changes occur to shop equipment, operations, processes, personnel, hazards, or applicable safety requirements.

Completion of the annual review shall be documented by the Shop Manager/Supervisor. When revisions are

made, the updated Shop Safety Plan shall be reapproved by the Shop Manager/Supervisor and Department Chair/Director.

Hazard Identification and Assessment

Departments shall identify and evaluate hazards associated with shop equipment, materials, processes, and activities. Covered shops shall maintain a current Risk and Safety Solutions (RSS) Lab Hazard Assessment.

The hazard assessment shall be used to determine applicable controls, personal protective equipment, training, Standard Operating Procedures, access restrictions, and other safety requirements.

Hazard assessments shall be reviewed and updated:

- When new equipment, materials, or processes are introduced.
- When equipment or operations are significantly modified or relocated.
- When a new or previously unrecognized hazard is identified.
- Following an incident or near miss when reassessment is appropriate.
- As part of the annual Shop Safety Plan review.

Hazards shall be addressed using the hierarchy of controls. Elimination and substitution shall be considered when feasible, followed by engineering controls, administrative controls, and personal protective equipment.

General Shop Safety

Each covered shop shall establish and communicate safety rules appropriate to its equipment, activities, and hazards. At a minimum:

- Work areas, aisles, walking surfaces, and exits shall be maintained in a clean and orderly condition.
- Emergency equipment, electrical panels, disconnects, and utility shutoffs shall remain readily accessible.
- Appropriate clothing, footwear, and personal protective equipment shall be worn.
- Loose clothing, long hair, jewelry, and other items that may create an entanglement hazard shall be appropriately secured or removed.
- Horseplay, unsafe distractions, and unauthorized equipment use are prohibited.
- Tools and equipment shall be used only for their intended purpose.
- Food, beverages, and personal electronic devices shall be restricted when their use may create a safety or contamination hazard.
- Hazardous chemicals, compressed gases, flammable materials, and hazardous waste shall be handled and stored in accordance with applicable University requirements.
- Required safety, emergency, hazard, and access information shall be posted or otherwise readily available.
- Shop users shall not perform work when fatigue, impairment, environmental conditions, or other circumstances may prevent the work from being completed safely.

Shop users have the authority and responsibility to stop work when an imminent hazard, unsafe condition, or unsafe activity is identified. Work shall not resume until the condition has been evaluated and appropriate controls have been implemented.

Equipment Safety

Shop equipment shall be selected, installed, operated, inspected, and maintained in accordance with manufacturer instructions, applicable regulations, University requirements, and established safe work practices.

Departments shall ensure that:

- Required guards, shields, interlocks, emergency stops, and other safety devices are installed, functional, and used as intended.
- Points of operation, rotating components, power-transmission equipment, nip points, and other hazardous moving parts are appropriately guarded.

- Guards, interlocks, and other safety devices are not removed, bypassed, defeated, or modified during normal operation.
- Equipment is used only for its intended purpose and within its designed operating limits.
- Fixed equipment is properly secured or anchored when required.
- Equipment controls and emergency shutoffs are clearly identified and accessible.
- Manufacturer operating manuals, when available, and applicable safety information are readily accessible.
- Required inspections, preventive maintenance, testing, certifications, and repairs are completed.
- Equipment modifications, relocations, or changes in use are evaluated before the equipment is placed into service.
- Hazardous energy is controlled in accordance with the Cal Poly Pomona Lockout/Tagout Program.
- Equipment is fully stopped and appropriately de-energized before jams, chips, or debris are cleared when exposure to hazardous movement or energy may occur.

Equipment that is damaged, malfunctioning, improperly guarded, or otherwise unsafe shall be immediately removed from service, clearly identified, and protected against unauthorized use. An out-of-service tag does not replace lockout/tagout when hazardous energy control is required.

Equipment shall be repaired only by qualified personnel or authorized service providers and returned to service only after it has been determined safe to operate.

Standard Operating Procedures

Written Standard Operating Procedures shall be developed and maintained for hazardous equipment, processes, or activities when safe operation is not adequately addressed through general shop rules and manufacturer instructions alone.

Applicable SOPs shall address:

- Equipment- or process-specific hazards.
- Required engineering and administrative controls.
- Required personal protective equipment.
- Pre-use inspections.
- Safe setup, operation, and shutdown.
- Prohibited activities or operating limitations.
- Emergency and abnormal-condition procedures.
- Applicable inspection, maintenance, or recordkeeping requirements.

SOPs shall incorporate applicable manufacturer instructions and University safety requirements. They shall be readily accessible to affected shop users and reviewed whenever the associated equipment, process, operating procedure, or hazard significantly changes.

Training and Authorization

Shop users shall receive training appropriate to the hazards, equipment, and activities they may encounter. Training may include:

- University-required safety training.
- Shop-specific orientation.
- Review of shop rules and emergency procedures.
- Review of applicable SOPs.
- Equipment-specific instruction.
- Practical, hands-on training and competency evaluation.

Individuals shall not independently operate hazardous equipment or perform designated hazardous activities

until they have:

- Completed required training.
- Reviewed applicable safety procedures.
- Received practical instruction when necessary.
- Demonstrated competency, when applicable.
- Received authorization from the department or Shop Manager/Supervisor.

Authorization shall be limited to the shop, equipment, equipment type or group, and activities for which the individual has been trained and determined competent, as applicable. Equipment may be grouped for authorization when the equipment has substantially similar hazards, controls, and operating requirements. Authorization shall be documented through a roster, matrix, equipment sign-off, or other approved departmental record. Authorization does not extend to equipment or activities outside the documented scope.

Additional or refresher training shall be provided when:

- An individual is assigned new equipment or activities.
- New equipment, substances, processes, or procedures introduce a hazard.
- A new or previously unrecognized hazard is identified.
- An SOP or safety requirement changes significantly.
- An inspection, incident, or observed behavior indicates that additional training is necessary.

Authorization may be restricted, suspended, or revoked when an individual operates outside the limits of their training, fails to follow safety requirements, demonstrates unsafe work practices, or otherwise presents a safety concern.

Access, Supervision, and Working Alone

Departments shall establish access and supervision requirements appropriate to the hazards within each shop. Restricted areas shall be clearly identified, and access shall be limited to individuals who have received the required training, authorization, supervision, or permission.

Visitors, contractors, vendors, and individuals who are not Authorized Users shall comply with posted restrictions and remain within approved areas unless authorized and appropriately supervised.

Each shop shall identify in its Shop Safety Plan:

- The method used to control access.
- Areas or activities requiring supervision.
- Visitor requirements.
- Whether working alone is permitted.
- Activities that may not be performed while working alone.
- Any communication, check-in, or emergency-response requirements for approved work performed alone.

Working alone shall not be permitted when the hazards of an activity require immediate assistance, direct supervision, or the presence of another qualified person.

Inspections and Corrective Actions

Covered shops are inspected at least annually by the responsible department and at least annually by Environmental Health and Safety (EH&S) to identify unsafe conditions and work practices, verify implementation of this program, and ensure shop safety documentation reflects current operations. Departments may conduct inspections more frequently based on shop hazards, operations, or identified needs.

Additional inspections or evaluations may be conducted, as appropriate:

- Before new or relocated equipment is placed into service.
- Following significant equipment modifications.
- When new materials, processes, or procedures introduce a hazard.
- When a new or previously unrecognized hazard is identified.
- Following an incident or near miss.
- When otherwise required by an applicable regulation, University program, or manufacturer instruction.

Inspections should evaluate, as applicable:

- Equipment, guards, and safety devices.
- Work practices and equipment use.
- Personal protective equipment.
- Housekeeping and walking-working surfaces.
- Electrical and fire safety.
- Emergency equipment and exits.
- Chemical, compressed-gas, and hazardous-waste management.
- Access controls and required postings.
- SOPs, training, authorization, and other safety documentation.

Inspection findings are documented and assigned to the appropriate responsible party. Identified hazards are corrected in a timely manner based on their severity.

Conditions presenting an imminent hazard require immediate action. When immediate correction is not possible, affected equipment or operations are removed from service, access is restricted, or appropriate interim controls are implemented until permanent corrective actions are completed.

Emergency Preparedness and Incident Reporting

Each shop shall maintain readily accessible emergency contact information and procedures appropriate to its equipment, materials, activities, and hazards. Shop users shall be familiar with applicable:

- Emergency reporting procedures.
- Evacuation routes and assembly areas.
- Emergency equipment.
- Equipment emergency shutdown procedures.
- Electrical disconnects and utility shutoffs.
- Spill and hazardous-material response procedures.

In an emergency, shop users shall stop equipment or operations when it is safe to do so, evacuate or restrict access as appropriate, and contact emergency responders. **For police, fire, or medical emergencies, call 911 from a campus phone or 909-869-3070 from a cell phone to reach University Police.** No individual shall attempt to control an emergency beyond their training or available resources. The Shop Safety Plan already identifies these emergency contacts.

All injuries, illnesses, near misses, fires, hazardous material releases, significant equipment failures, property damage with safety implications, unsafe conditions, and other reportable safety incidents shall be reported promptly in accordance with University procedures.

Non-emergency safety concerns should primarily be submitted to EH&S using the Report a Safety Concern form. EH&S may also be contacted at 909-869-4697 or ehs@cpp.edu. The form and email should not be used in place of emergency notification when immediate response is needed.

Serious incidents shall be immediately reported to the Shop Manager/Supervisor and EH&S**. For incidents requiring immediate EH&S assistance, contact EH&S at 909-869-4697.** Except when necessary to rescue an individual, eliminate an imminent hazard, prevent additional injury, or protect property, equipment and the incident area should not be altered until released by EH&S, University Police, or other authorized personnel.

Documentation and Recordkeeping

Departments shall maintain applicable shop safety records, as appropriate, in one or more of the following: the Shop Safety Plan, Shop Safety Binder, RSS, CPP Learning, an approved departmental electronic repository, or another University-approved recordkeeping system.

Records may include:

- Shop Safety Plans.
- Hazard assessments.
- Equipment inventories.
- Standard Operating Procedures.
- Training and authorization records.
- Inspection and corrective-action records.
- Equipment inspection, maintenance, testing, and certification records.
- Emergency procedures.
- Incident documentation.
- Other required shop-specific safety documentation.

Records shall be current, readily accessible, and retained in accordance with applicable regulatory and University requirements. Documents maintained in an approved electronic system do not need to be duplicated in hard copy, provided the records remain readily accessible and their storage location is identified in the Shop Safety Plan.

PROGRAM ADMINISTRATION

Program Review

Environmental Health and Safety (EH&S) shall periodically review the Shop Safety Program and revise it as necessary to address changes in regulatory requirements, University operations, recognized safety practices, or identified program needs.

Departments and affected shop personnel shall be informed of significant program changes. Updated requirements shall be incorporated into shop operations and shop-specific documentation, as applicable.

Shop Safety Plan Review

Each department shall ensure that its shop-specific Shop Safety Plan is reviewed at least annually and whenever significant changes occur to shop equipment, operations, processes, personnel, hazards, or applicable safety requirements.

The annual review shall verify that:

- Shop information and responsible personnel are current.
- The equipment inventory is accurate.
- The RSS Lab Hazard Assessment is current.
- Shop rules, access restrictions, and working-alone requirements remain appropriate.
- Required SOPs, training, and equipment authorizations are current.
- Inspection findings and corrective actions have been addressed.
- Emergency information and safety documentation are current and readily accessible.

Completion of the annual review shall be documented by the Shop Manager/Supervisor. When revisions are made, the updated Shop Safety Plan shall be reapproved by the Shop Manager/Supervisor and Department Chair/Director.

Record Retention

Shop Safety Program and shop-specific records shall be maintained in accordance with applicable regulatory and University record-retention requirements.

Departments shall ensure that required records remain accurate, accessible, and protected from unauthorized alteration or disposal. Records may be maintained in physical or approved electronic systems, including RSS, CPP Learning, or an approved departmental repository, as applicable.

When multiple retention requirements apply, records shall be maintained for the longest applicable period.

DOCUMENT REVISION HISTORY

Date	Summary of Changes	Updated By
September 2026	Initial issuance of the Shop Safety Program.	E. Dawson
September 25, 2026	Reviewed and made edits througout first draft.	Ben Lucas

APPENDICES

Appendix A—Shop Safety Plan Template

Cal Poly Pomona | Administrative Affairs
ADMINISTRATIVE SERVICES
Environmental Health and Safety

SHOP SAFETY PLAN

(Shop Name)

3801 Temple Ave, Pomona, CA
(909) 869-4750
www.cpp.edu/ehs

Environmental Health & Safety
3801 W. Temple Ave. Pomona, CA 91768
(909) 869-4697 | ehs@cpp.edu

CPP Shop Safety Program: Appendix A--Shop Safety Plan

This Shop Safety Plan documents the information and procedures necessary to implement the Cal Poly Pomona Shop Safety Program within an individual shop.

The plan identifies responsible personnel, shop-specific requirements, applicable hazard assessments and safety programs, equipment and Standard Operating Procedures, training and authorization practices, access restrictions, emergency information, and locations of supporting safety records.

This plan shall be maintained by the department, made readily accessible to affected shop users, and reviewed at least annually and whenever significant changes occur to shop equipment, operations, processes, personnel, hazards, or applicable safety requirements.

Shop Information

Shop Name:	
Building & Room Number:	
Department:	
Shop Supervisor:	
Phone & Email:	

Department Approval

By signing below, the department acknowledges responsibility for implementing and maintaining this Shop Safety Plan in accordance with the Cal Poly Pomona Shop Safety Program.

Shop Supervisor Name:			
Shop Supervisor Signature:		Date:	
Department Chair/Director Name:			
Department Chair/Director Signature:		Date:	

Shop Type (select all that apply)

☐ Machine shop
☐ Wood shop
☐ Fabrication shop
☐ Electronics shop
☐ Art or theater shop
☐ Maintenance or trade shop
☐ Makerspace
☐ Hot-work area
☐ Other: _____

Primary Use (select all that apply)

☐ Teaching or instruction
☐ Research
☐ Maintenance or repair
☐ Fabrication
☐ Student projects
☐ Other: _____

Shop-Specific Rules and Requirements

Shop users shall comply with the Cal Poly Pomona Shop Safety Program, applicable Standard Operating Procedures, posted shop rules, manufacturer instructions, and other applicable University safety requirements.

Shop Rules

Location of posted or accessible shop rules:_____

Additional shop-specific rules or operating requirements:_____

_____

_____

_____

Required Clothing and Footwear (select all that apply)

☐ Closed-toe shoes
☐ Long pants
☐ Long hair secured
☐ Loose clothing and jewelry removed or secured
☐ Other: _____

Food and Beverages

☐ Prohibited within the shop
☐ Permitted only in designated areas
☐ Other restrictions: _____

Personal Electronic Devices

(*Examples include mobile phones, tablets, earbuds/headphones, and similar personal devices. Use should be restricted when it may create a distraction or other safety hazard.)*

☐ Prohibited while operating equipment
☐ Permitted only in designated areas
☐ Other restrictions: _____

Other Requirements

Identify any equipment reservation procedures, sign-in requirements, material-handling restrictions, required work briefings, designated hot-work areas, or other requirements unique to the shop.

_____

_____

_____

Hazard Assessment and Applicable Safety Requirements

The Risk and Safety Solutions (RSS) Lab Hazard Assessment is the University's primary process for identifying and evaluating hazards associated with this shop. The RSS assessment shall be maintained and recertified in accordance with University requirements.

The information below documents the applicable RSS assessment and does not replace or duplicate the assessment maintained in RSS.

RSS Information	Response
RSS Shop/Lab Name	
RSS Owner of the Space	
Date of Most Recent RSS Certification	
Next Certification Due	
RSS Assessment Accessible to Shop Users	☐ Yes ☐ No

Significant Shop-Specific Requirements

List only significant requirements resulting from the RSS assessment that shop users need to readily understand, such as specialized PPE, restricted activities, required supervision, ventilation controls, or special storage requirements.

_____

_____

_____

Location of posted or accessible PPE requirements:

_____

Applicable University Programs and Procedures (Check all that apply)

☐ Lockout/Tagout
☐ Hazard Communication
☐ Respiratory Protection
☐ Hearing Conservation
☐ Hot Work
☐ Chemical Hygiene
☐ Hazardous Materials/Hazardous Waste
☐ Electrical Safety
☐ Fall Protection
☐ Powered Industrial Trucks
☐ Cranes, Hoists, and Rigging
☐ Lithium-Ion Battery Safety
☐ Other:

_____

_____

_____

Equipment and Standard Operating Procedures

Each shop shall maintain a current inventory of equipment and machinery requiring equipment-specific training or authorization, an SOP, a LOTO procedure, scheduled inspection or maintenance, or other specific safety controls. Common hand tools and common portable power tools may be listed as grouped categories (e.g., "Common Hand Tools" and "Common Power Tools") when their hazards and safe-use requirements are adequately addressed by the applicable general SOP. Additional equipment inventory pages may be added as necessary.

Equipment Inventory

Equipment or Machine	Manufacturer/Model	Location	SOP Required	LOTO Procedure Required
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No
			☐ Yes ☐ No	☐ Yes ☐ No

Standard Operating Procedures

Written SOPs shall be maintained for hazardous equipment, processes, and activities as required by the Shop Safety Program.

Primary location of shop SOPs

☐ Shop Safety Binder ☐ QR code or digital access ☐ Other: _____
☐ Posted at or near equipment ☐ Department electronic repository _____

Training and Authorization

Shop users shall complete required training and receive appropriate authorization before independently operating hazardous equipment or performing designated hazardous activities.

Required Training (Check all that apply)

☐ Asbestos Awareness
☐ Aerial Lift Safety
☐ Back Safety
☐ Chain Saw Safety
☐ Compressed Gas Safety
☐ Confined Space Awareness
☐ Confined Space Operations
☐ CSU Shop Safety
☐ Electrical Safety: NFPA 70E
☐ Fall Protection Awareness
☐ Fire Prevention / Protection
☐ Forklift Operator Safety
☐ First Aide Awareness
☐ Hand & Power Tool Safety
☐ Hazard Communication
☐ Hazardous Waste Generator
☐ Hearing Conservation
☐ Heat Illness Prevention
☐ Hot Work
☐ Ladder Safety
☐ Laser Safety
☐ Lead Awareness
☐ Lithium-Ion Battery Safety
☐ Lockout / Tagout
☐ Machine Guarding
☐ Personal Protective Equipment (PPE)
☐ Powered Cart Safety
☐ Respiratory Protection
☐ Safety Data Sheets
☐ Shop-Specific Orientation
☐ Silicia in Constuction
☐ Silicia in General Industry
☐ Storm Water Pollution
☐ Welding, Cutting Brazing
☐ Other: _____

Training and Authorization Records

Departments shall maintain applicable equipment training, authorization, and competency records. Authorization may be documented through a roster, matrix, equipment sign-off, or other approved departmental record and may identify individual equipment or defined equipment types or groups, as applicable.

Location of departmental training and authorization records:

☐ Shop Safety Binder ☐ Department electronic repository ☐ Other: _____

Access, Supervision, and Working Alone

Shop Access

Primary method of access:

☐ Key ☐ Supervised access ☐ Other: _____
☐ Card or badge ☐ Locked restricted area _____

Person or position responsible for authorizing access:

_____

Restricted Access

Does this shop contain restricted areas? ☐ Yes ☐ No

If yes, identify the area, reason for restriction, and access requirements.

Restricted Area or Location	Reason for Restriction	Access Requirements

Visitors

Are visitors permitted? ☐ Yes ☐ No

If yes, check all that apply:

☐ Escort required
☐ Department approval required
☐ Required PPE
☐ Other: _____
☐ Restricted to designated areas

Supervision

Is supervision required for designated activities? ☐ Yes ☐ No ☐ For certain activities only

Activities requiring supervision: _____

_____

_____

Working Alone

Is working alone permitted? ☐ Yes ☐ No ☐ Yes, with restrictions

Activities that may not be performed alone: _____

_____

_____

Required communication, check-in, or emergency arrangements: _____

_____

_____

Inspections and Equipment Maintenance

Departmental Shop Inspections

Inspection Information	Response
Departmental Shop/Technical Area Inspection Frequency	At least annually
Person Responsible	
Date of Most Recent Inspection	
Inspection Records Location	
Corrective-Action Records Location	

Equipment Inspection and Maintenance

Person responsible for coordinating equipment maintenance: _____

Primary location of equipment inspection and maintenance records:

☐ Shop Safety Binder
☐ Manufacturer or service records
☐ Department electronic repository
☐ Other: _____

Equipment that is damaged, malfunctioning, improperly guarded, or otherwise unsafe shall be removed from service, clearly identified, and protected against unauthorized use.

Out-of-Service tags or devices available: ☐ Yes ☐ No

Location: _____

Emergency Information

Emergency Contacts

Contact	Telephone Number
University Police Department (Police, Fire, or Medical Emergency)	911 from a campus landline; (909) 869-3070 when using a cell phone.
Environmental Health & Safety	(909) 869-4697
Shop Manager / Supervisor	
Department Emergency Contact	
Other	

Emergency Equipment and Locations

Emergency or Safety Equipment	Location	N/A
Fire Extinguisher(s)		☐
First Aid Kit		☐
Eyewash Station		☐
Emergency Shower		☐
Spill Kit		☐
Automated External Defibrillator (AED)		☐
Emergency Equipment Shutoff		☐
Electrical Disconnect		☐
Gas Shutoff		☐
Other:		☐

Evacuation Information

Information	Location
Primary Emergency Exit	
Secondary Emergency Exit	
Emergency Assembly Area	
Building Evacuation Map	

Shop-Specific Emergency Procedures
Identify or attach any emergency shutdown, spill response, battery emergency, fire response, or other procedures specific to the shop.

_____

_____

Floor Plan or Site Map
Attach a floor plan or site map when appropriate. The plan should identify applicable:

- Major equipment locations
- Restricted areas
- Emergency exits
- Emergency equipment
- Electrical disconnects and utility shutoffs
- Chemical or hazardous-material storage areas
- Designated hot-work areas

Floor plan or site map attached: ☐ Yes ☐ No ☐ N/A

Records and Supporting Documents

Shop safety records may be maintained in physical or approved electronic systems. Records maintained electronically do not need to be duplicated in hard copy, provided they remain readily accessible. For applicable records, identify the location or access method; mark N/A where not applicable

Document or Record	**Location or Access Method**
Current Shop Safety Plan	
RSS Lab Hazard Assessment	
Equipment Inventory	
Standard Operating Procedures	
Training Records	
Equipment Authorization Records	
Inspection and Corrective-Action Records	
Equipment Maintenance Records	
Chemical Inventory and Safety Data Sheets	
Emergency Procedures	
Other:	

Annual Review and Certification

This Shop Safety Plan shall be reviewed at least annually and whenever significant changes occur to shop equipment, operations, processes, personnel, hazards, or applicable safety requirements.

Annual Review Checklist

Verify the following:

☐ Shop information and responsible personnel are current.
☐ The equipment inventory is accurate.
☐ The RSS Lab Hazard Assessment is current.
☐ Shop-specific rules remain appropriate.
☐ Access, supervision, and working-alone requirements remain appropriate.
☐ Required SOPs are current and accessible.
☐ Required training and authorizations are current.
☐ Inspection findings and corrective actions have been reviewed.
☐ Equipment inspection and maintenance records are current.
☐ Emergency information is current.
☐ Required documents and records remain accessible.

Annual Review Certification

The Shop Manager/Supervisor shall review the Shop Safety Plan at least annually and document completion of the review below in the Annual Review Log.

If revisions are needed, the Shop Safety Plan shall be updated and the changes documented in the **Revision History**. Following revision, the updated plan shall be approved again by the **Shop Manager/Supervisor** and **Department Chair/Director** in the Department Approval section.

Annual Review Log

Reviewer	Name	Revisions Required?	Signature	Date
Shop Manager/Supervisor		☐ Yes ☐ No		
Shop Manager/Supervisor		☐ Yes ☐ No		
Shop Manager/Supervisor		☐ Yes ☐ No		
Shop Manager/Supervisor		☐ Yes ☐ No		
Shop Manager/Supervisor		☐ Yes ☐ No		
Shop Manager/Supervisor		☐ Yes ☐ No		
Shop Manager/Supervisor		☐ Yes ☐ No		
Shop Manager/Supervisor		☐ Yes ☐ No		
Shop Manager/Supervisor		☐ Yes ☐ No		
Shop Manager/Supervisor		☐ Yes ☐ No		

Revision History

Significant changes shall be incorporated into the Shop Safety Plan when they occur rather than waiting for the annual review. Revisions identified during the annual review or at any other time shall be documented below. **When revisions are made, the updated Shop Safety Plan shall be reviewed and reapproved by the Shop Manager/Supervisor and Department Chair/Director in the Department Approval section**.

Revision Date	Section Revised	Summary of Changes	Updated By

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