

ACCESS TO SHOPS

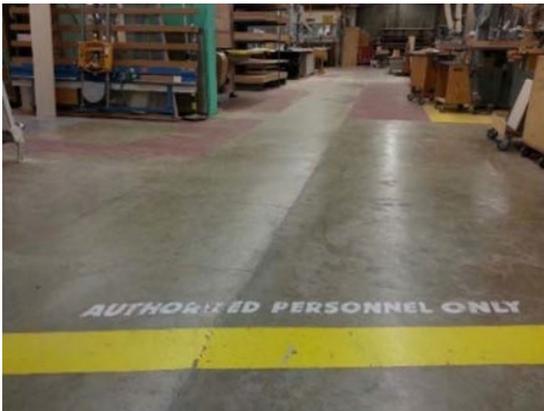
UW shops may be in buildings with hundreds of occupants. To prevent accidents and injuries, ensure that only trained personnel have access to the shop.

AUTHORIZED PERSONNEL

Authorized personnel are people who have successfully undergone shop-specific orientation and training. Only authorized personnel should enter the shop.

Shop safety coordinators can control access to shops by either posting signs or using physical restrictions, such as locked doors.

If an untrained person needs to enter the shop, an authorized (trained) person from that shop should escort them. Or, shop coordinators may create a safe walkway to the shop office or other unrestricted area using floor markings.



LIMIT ACCESS

Several options are available for restricting or preventing access to shops:

- **Signage on doors:** For example, "Authorized/Trained Personnel Only;" "PPE Required Beyond this Sign" or a list of what PPE (Personal Protective Equipment) is required.
- **Signage on equipment** with machine-specific requirements, including safe usage and proper set-up procedures.
- **Locked doors** when the shop is not in use, when a hazardous operation is in progress, or when authorized personnel are not present.
- **Floor markings** and striping to indicate safe walkways, hazard zones, and restricted areas around machinery, electrical panels, etc.
- **Equipment/materials access restrictions** such as controlling or locking up chuck keys, power supply keys, drill bits, blades, and stock materials.

FLOOR MARKINGS

The Washington State Department of Labor & Industries Occupational Safety & Health shop standard states "permanent aisles and passageways must be marked." Floor markings are used anywhere there are **two or more types of traffic**, and in **any location where there are safety hazards**.

Use floor markings to mark off hazard zones around specific machinery, restricted areas, and safe walkways. Refer to the pictures on page 2 for examples of marked off areas.

Consider posting signs to explain the floor markings, and train shop personnel on the floor marking scheme.

