

## Responsibilities

Shop Supervisors shall have full authority over shop operations and safety. This includes but is not limited to the responsibility, authority, and obligation to authorize or prohibit access for the safety of an individual.

Students, faculty and staff working in shops must comply with all applicable health and safety regulations, policies, and work practices.

Approval to operate machinery and/or hand tools must be obtained prior to use. Authorized users shall be designated / approved by Shop Supervisor. A signed *Authorization Form* certifies this level of qualification and must be on file with the Shop Supervisor.

UCLA Bike Shop Safety Policy requires the following:

- The UCLA Bike-Shop's Manager, Supervisor, or one of our Lead Mechanics must be present in the UCLA Bike Shop when the UCLA Bike Shop's tools, repair stands, and/or workspace are in use by anybody other than the UCLA Bike-Shop's Manager, Supervisor, or our Lead Mechanics.

## Safe Work Practices

- Authorized users shall be familiar with operator safety manual and/or Job Safety Analysis (JSA) prior to use of any piece of equipment that has a JSA on file with the UCLA Bike Shop.
- Authorized users shall not deviate from safety protocol as outlined by the manufacturer and/or UCLA-Bike-Shop staff-members.
- Equipment shall be used only as intended and within the specifications set forth by the manufacturer.
- Safety glasses must be worn:
  - When truing wheels, spokes under tension may snap and pierce the eye.
  - When cutting or sawing metal, shards may fly into eyes.
  - When hammering or working with pressurized components (e.g. Shocks and Forks), objects may become projectiles.
- Work safely and methodically. Resist rushing and ask for help when you need it.
- Aisles, exits, and access to emergency equipment must be kept clear at all times.
- Immediately report any problems or concerns to the UCLA Bike-Shop's Manager, Supervisor, or one of our Lead Mechanics. Report unsafe work when witnessed.
- Damaged equipment or equipment that does not appear to be operating normally must not be used. Report the problem equipment to the UCLA Bike-Shop's Manager, Supervisor, or one of our Lead Mechanics to be locked out of service.
- Housekeeping is everyone's duty and includes cleaning up debris from machines and work areas frequently, maintaining proper equipment storage, and keeping walkways and doorways clear.
- Electrically energized shop equipment must be used in a safe manner as intended by the manufacturer. Equipment must be de-energized and locked out/tagged out during maintenance or repair.

## Personal Safety

- Cell phones, headphones, and other personal electronic devices must not be used when actively working on bikes or bike parts. Loud music is prohibited.
- Full length pants and long sleeve shirts provide an additional layer of protection but are not required when working in the shop.
- Remove loose jewelry before beginning work.
- Long hair and beards must be pulled back, secured and/or contained, if it will prevent you from working safely.
- No loose clothing may be worn in the shop.
- Keep hands and other body parts a safe distance away from moving machine parts. Use a tool to remove swarf and debris.
- No open-toed/open-heeled shoes, flip-flops nor sandals are permitted.

## Stop Work Policy

UCLA Shops honor a Stop Work Policy when unsafe work or conditions are observed. It is the responsibility of everyone to exercise this policy when observing unsafe work conditions or practices. If you see unsafe behavior or activities, don't hesitate to use the Stop Work Policy and immediately report the unsafe work to the Shop Supervisor and/or EH&S.

## Emergencies

Safety Data Sheets (SDSs) contain information about chemicals used in the shop. Become familiar with SDSs to understand chemical hazards in the shop. Know the locations of the nearest eye wash station and first aid kit before using shop equipment.

### **IF AN EMERGENCY OCCURS:**

- 1. CALL 911**
- 2. Notify your Supervisor**
- 3. Call EH&S (310)825-9797 ASAP following any serious injury**