

- d. working with or near a cutting tool
 - e. hydraulic lines are open
 - f. making machine adjustments
9. ALWAYS ASSUME THAT A MACHINED PART HAS SHARP EDGES until you have determined that it has none. Ground mounting shoulders on shafts are likely to have a sharp edge.
 10. Gears cut or ground on Gleason machines will have many burrs and sharp edges until removed. Careful handling of gears is essential to protect both workers and gears.
 11. Each time a wrench slips off a bolt or a nut, the corners are rounded over; the displaced metal will have a sharp edge. Adjustable wrenches tend to spring under load and may slip. It is advised that you use end wrenches of the proper size for adjusting and maintaining Gleason machines. Replace bolts and nuts when their flats become rounded and edges develop burrs.
 12. When doing something on a machine with one hand, know the effect of placement of the other hand. Keep alert.
 13. IF YOU HAPPEN TO DROP SOMETHING, LET IT GO AND KEEP CLEAR. Machine parts and tools can be replaced; fingers cannot.
 14. WEAR SAFETY GLASSES AND OTHER SUGGESTED SAFETY EQUIPMENT when near any machine or bench operation where chips, air-borne particles or hot surfaces are present.
 15. Keep loose clothing, long hair and dangling jewelry away from all moving machine parts.
 16. Oil should be removed from hands and wrench handles before making machine adjustments. KEEP THE FLOOR AREA AROUND A MACHINE FREE OF OIL AND DEBRIS. Slip resistant soles on shoes are recommended.
 17. If you change machine operators, setup personnel or repairmen, take the time to provide the person with sufficient safety instructions. Every operator or service person should be thoroughly familiar with the safety requirements of each machine before the operator is permitted to operate or repair the machine.
 18. In the case of QUENCHING MACHINES, ALWAYS TREAT THE PART AS IF IT WERE RED HOT until you have proven that each part is at a low enough temperature to handle.

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