Basic Student Shop Rules

* Rules are subject to review and revision. It is incumbent on the individual user to make certain that they are in possession of the most current rule revisions.

Entering the Facility

- You must obtain the facility manager’s prior permission to enter the facility or operate any equipment within. Access is a privilege, not a right. The procedures for requesting extra-curricular access are posted. The ability to gain access does NOT automatically grant permission.
- Any attempt to obscure, evade, or circumvent the systems implemented for your protection will be considered as a reckless disregard for your safety and the safety of fellow users.
- Use of the facility or any equipment, tools, or supplies therein, while impaired in ANY manner (Alcohol, medications, lack of sleep, etc) is expressly forbidden.
- All regular users are issued an access card, and must “read in” and “read out” (as instructed) each time they enter or leave the facility. Any unauthorized or inappropriate use of access cards is a serious offense. Report lost cards immediately.
- The facility is monitored by Closed Circuit TV, recorded to validate compliance and document infractions. No guarantee of personal protection is implied.

Inside the Facility

- Safety glasses (ANSI Standard Z87.1) must be worn at all times. It the user’s responsibility to provide eye protection.
- Current Red Cross First Aid & CPR certification is required of at least one user any time hazardous equipment is in use. See the access policy for details.
- Use of any equipment, tools, or facility component requires submission of a completed Safety Requirements Review (SRR) prior to such use. These are available from the shop supervisor and / or course instructor, as appropriate.
- Failure to properly use machine guards, interlocks, lock-outs, or other devices and procedures implemented for your safety constitutes a willful disregard of safety. If in doubt, the shop supervisor shall provide instruction.
- Report any injury, breakage, incident, or potential safety violation immediately. Failure to report a violation is itself a violation.
- Read, understand and follow all valid safety instructions, written or verbal.
- Do not wear loose clothing, hair, or jewelry in the facility. Long hair must be appropriately secured. No short pants, long sleeves, or open shoes. Never wear gloves around machines in operation.

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• Clothing, accessories, or activities that may obscure the view of security cameras are prohibited.
• Access cards are to be worn as prescribed, at all times.
• No horseplay or other distractions.
• Compressed air can cause serious injury to eyes, ears, and skin. Do not direct compressed air at anyone.
• One person per machine unless otherwise instructed. Only one operator per machine at any one time, unless otherwise instructed by shop management. The operator is responsible for the safe operation of the machine and conduct of observers.
• Never leave a machine running unattended. Stop equipment to make adjustments and/or measurements.
• Keep work areas clean and free of clutter.

Safety Notice:

• Manufacturing processes may produce hazardous vapors, dust, sparks, and/or particulates. Current safety data sheets (SDS) are on file and should be consulted prior to exposure. Personal protection equipment (PPE) is available for those sensitive to exposure to these hazards. It is the users’ responsibility to inform the manager/instructor of any conditions or concerns relative to these or other potential hazards.

• There are numerous machine-specific and process-specific safety rules associated with each type of machine/process. They are available in the Safety Manual. You are responsible for these rules as if they were written here.

• College, Department, and/or shop management may make or modify rules and requirements as they are deemed necessary and prudent. It is the users’ responsibility to maintain currency.