

GENERAL SHOP SAFTY RULES

1. You must don safety glasses, cover goggles, or face shields before entering the shop.
2. Shoes must be worn in the shop. No one **wearing sandals** will be allowed to enter any shop area. The minimum footwear must cover the entire foot.
3. Do not operate any equipment unless you are familiar with its operation and have been authorized to operate it. Questions regarding the use of equipment should be directed to the shop supervisor.
4. No work may be performed using power tools unless at least two people are in the shop area and can see each other.
5. Use the shop vacuum cleaner to remove chips. Never use compressed air guns to clean clothing and hair.
6. In case of injury, no matter how slight, report it to the shop supervisor. The campus emergency phone number is **9-911**.
7. Contact with harmful chemicals should be reported immediately Notify campus rescue at 9-911.
8. Machines must be shut off and locked-out before servicing.
9. Do not wear ties, loose clothing, jewelry, gloves, etc. when operating shop equipment.
10. Wear appropriate clothing for the job (i.e. do not wear short sleeve shirts or short pants when welding).
11. Do not work in the shop if you are tired, or in a hurry.
12. Never indulge in horseplay in the shop areas.
13. All machines must be operated with all guards and shields in place.
14. Do not use your bare hands to remove chips and shavings from the machine, use a brush or hook.
15. Never use a rag near moving machinery.
16. Do not strike a hardened tool or any machine with a hammer.
17. Practice cleanliness and orderliness in the shop areas. Use the shop vacuum cleaner. Clean-up before you leave!

MEMS Student Shop Safety Rules

18. Keep the floor around machines clean, dry and free from trip hazards. Do not allow chips to accumulate. Use the shop vacuum cleaner.
19. Think through the entire job before starting.
20. Before starting a machine, always check it for correct setup and always check to see if the machine is clear.
21. Do not drink alcoholic beverages before or during a work session in the machine shop area. Do not bring food/snacks into the shop.
22. Don't rush or take chances. Obey all safety rules.
23. If you have not worked with a particular material before, check the materials safety data sheet (M.S.D.S.) for any specific precautions to be taken while working with the material. Also, ask the shop personnel before cutting any unusual material.
24. Heavy sanding and painting should only be done in well ventilated areas.
25. Follow all appropriate precautions when working with solvents, paints, adhesives or other chemicals. Use appropriate protective equipment. Review the M.S.D.S.
26. Check the condition of power cords and plugs on portable tools before using them. Do not use a tool that has a worn or damaged power cord/plug.
27. Always store oily rags in an approved metal container.
28. Any questions should be directed to Tony Knight or John Goodfellow.