

Student Machine Shop Safety.

This is a multi-user facility. Everyone must follow the basic rules.

The student machine shop is a general purpose machine shop for the use of qualified department members to work on physics projects.

- 1) **Safety first!** Call 911 for emergency and report all injuries to shop supervisor.
- 2) Safety glasses must be worn in shop.
- 3) No bare feet, sandals, slippers or open toe shoes are permitted. Minimum foot protection of sneakers and socks is required.
- 4) Tie up/secure long hair and remove rings, bracelets etc...
- 5) Do not wear loose fitting clothing.
- 6) Keep your work area free and clear of excessive chips and clutter.
- 7) Be careful when using compressed air hoses. Do not blow chips/ debris towards yourself or others.
- 8) Never touch chips or rotating tooling with your bare hands or fingers when a machine is running.
- 9) Never leave chuck key or wrenches unattended in machines.
- 10) Clamp all work in vise on drill presses when ever possible.
- 11) Always clamp everything, vise and/or work piece securely to the table of the drill press.
- 12) Use wood push block to feed work on the band saw.
- 13) Always use specially modified drills when drilling brass or plastic.
- 14) Secure round bar stock and small pieces properly when using the band saw.
- 15) Clean up your mess, dust pan, clean rags etc. are provided use them.
- 16) Put all equipment that you use back where it belongs.
- 17) Keep the shop doors closed after hours or when supervisor is not present. Do not leave any unauthorized people in the shop. No key, no admittance.
- 18) Sign out all tools removed from the shop. Write your name, phone number and room number.
- 19) Return borrowed tools promptly, others need them too.
- 20) Help others operate machinery/tools correctly.
- 21) If you are not sure how to do something don't, just ask for assistance.
- 22) If you damage or have a problem with tools or machinery, notify the shop supervisor. If problem occurs after hours leave a note.
- 23) Maximum 10 people in shop, minimum 2.

Student machine shop priorities of use:

- 1) Graduate students
- 2) Undergraduate students
- 3) Summer students employed by members of the department
- 4) Faculty
- 5) Undergraduates lab technicians
- 6) Grant technicians with out their own shop