

# INNOVATION SPACE PROTOCOL AND SAFETY POLICY

## (TIES Safety Authorization Form)

### GENERAL SHOP SAFETY

All Students, assistants and staff must read and understand the information in this document and any supplemental documents pertaining to the particular equipment which they intend to use. These safety guidelines cannot be considered all-inclusive for every safety concern or situation that may arise. **Your personal safety depends mostly on YOU!** Written and verbal safety instructions must be followed throughout the year, with additional instruction given at any time. The Innovation Spaces labs are full of identified and unidentified hazards that can cause serious injury to persons and/or damage to equipment. Working alone and unsupervised is strictly forbidden. With prior permission, two or more students may work together, ensuring that someone is available to shut down equipment and call for help in the event of an emergency.

All injuries and accidents must be reported to the shop supervisor and/or technicians on hand immediately. Near-misses should also be reported and are considered valuable learning opportunities. Anyone using the TIES shop/lab is expected to work in a responsible manner, exercising good judgement and common sense. Being under the influence of any mind altering substance is strictly forbidden. If at any time you are unsure about how to handle a particular situation ask the shop manager or a technician. **DO NOT TOUCH ANYTHING WITH WHICH YOU ARE NOT COMPLETELY FAMILIAR!**

### SAFE WORK PRACTICES

- All lab/shop users must check-in and out with the Lab Manager or a technician before and after performing work. All users are expected to ask questions if in doubt about any aspect of safety or equipment operation.
- Never text or use a cell phone while operating a piece of machinery. Horseplay or any other unprofessional behavior will not be tolerated
- Maintain a clean work area and avoid creating hazards (ie trip or slip) from chips, remnants or workpieces.
- A brush, hook, or special tool is preferred for removal of chips, shavings, etc. from the work area. Never use your hands to clean cuttings - they are sharp!
- Only persons who are "Authorized" by the Lab Manager may enter and work in restricted areas of the innovation space unescorted and/or use restricted equipment unsupervised.
- A person becomes "Authorized" as indicated by undergoing through the training process and qualifications for safe work in the shop.
- Lab Managers define and maintain "Restricted Equipment" within the innovation space that only "Authorized Persons" may use. (refer to Yellow and Red tag tool safety documents)
- Lab Managers determine the appropriate safe-work training needs for their shop, and assure that all "Authorized Persons" in the innovation space have received the orientation and training to the innovation space.
- When unsafe work is witnessed do not hesitate to immediately speak up and stop unsafe work.

- All innovation space personnel and members must resist “hurry-up” pressure and work methodically and safely. Take the time, and get the help needed to do a job the ‘safe way’.

### **USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Based upon hazards that are present, the following personal protective equipment must be worn when working in a “Restricted Area” or using any “Restricted Equipment:

- Whenever powered equipment or hazardous substances are present, appropriate face, eye and/or hearing protection must be worn.
- Gloves and other hand protection must be selected and worn based upon hazards and only. Gloves are never recommended for use around rapidly moving tooling since a glove may get caught and pull the operator's hand into the tool.
- Open-toed shoes, flip-flops, shorts, sandals, scarves and loose-fitting clothing are NEVER to be worn in the innovation space.
- Long and medium length hair must be tied back and put into a bun or inserted under a shirt-collar, or put under a hair-net, when working near sparks, flames, or any rotating powered or other entangling equipment.

### **WORKING SOLO:**

- Shop access outside of supervised hours may be restricted to specific “Authorized Persons” based upon the Lab Manager’s discretion.
- Shop access outside of supervised hours, even for “Authorized Persons” requires having a minimum of two persons present and working within sight or earshot of each other. THERE IS NO WORKING SOLO!

### **EQUIPMENT OPERATION**

The operation of any and all shop equipment requires prior training and approval by the Lab Manager. Only persons authorized by the Lab Manager and trained in the safe operation of the shop equipment are permitted to work in a shop and operate shop equipment. A signed “Authorization Form” certifies this level of qualification and must be on file with the Lab Manager. Failure to adhere to this requirement will result in a loss of innovation space usage privileges.

### **ELECTRICAL SAFETY**

All work on and development of electrical equipment must be conducted on de-energized circuits. This includes but is not limited to soldering, removal or insertion of electronic components on breadboards, connection or disconnection of power sources.

## **EQUIPMENT, FACILITY AND MATERIAL HAZARDS**

- Always consider electrical equipment or compressed gas equipment “energized” until positively proven otherwise.
- Learn and know how to shut down equipment in an emergency BEFORE there is an emergency.
- Design and plan for safety by looking for hazards and anticipating problems.
- Whenever possible de-energize the equipment before testing or working on it.
- Positively ensure all hazards are identified before blocking, blinding, bleeding or conducting lockout and tagout.
- Always block mechanical equipment to assure it cannot move before removing or bypassing any machine guard.
- NEVER reach beyond any machine guard until you have blocked and verified the machine stopped.
- Lock out and Tagout broken, mothballed or unsafe equipment until it can be repaired or permanently removed.
- Know where you are in the event you need to inform emergency personnel during a 911 or similar call. (TIES labs are located at 1150 Mendocino Ave. Stockton 95211)

## **HAND TOOLS**

Only persons authorized by the Lab Manager and trained in the safe use of hand tools are permitted to use these tools. Use hand tools and devices only as they were designed / intended to be used.

## **HOUSEKEEPING**

The work and surrounding area in which you are working must be kept neat, clean and safe at all times. If you see a mess, spilled liquid or debris, whether you created it or not, take the time to clean it up.

I have read and understood the Innovation Space Protocol and Safety Policy; thus, I pledge to only conduct work according to the safe policy and procedures outlined within the content of the Innovation Space Protocol and Safety Policy. I understand that failure to follow policy and procedures outlined within the Innovation Space Protocol and Safety Policy document may result in immediate expulsion and possibly permanent revocation of privileges to work in the Innovation Space workshop. I also realize that I am personally responsible for my safety and that I may encounter unforeseen hazards for which training does not yet exist.

**TIES safety Authorization From signature page  
Must be filled out completely:**

1. Print Name: \_\_\_\_\_
2. Signature: \_\_\_\_\_
3. Phone Number: \_\_\_\_\_
4. Email address: \_\_\_\_\_
5. SID# \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/20\_\_\_\_

**Specific Tool Authorizations:** Signature indicates the person has completed specific training related to the use of the named tool and agrees to follow all pertinent safety guidelines for that tool.

Tool name: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Signature of Authorized student: \_\_\_\_\_

Tool name: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Signature of Authorized student: \_\_\_\_\_

Tool name: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Signature of Authorized student: \_\_\_\_\_

Tool name: \_\_\_\_\_ Date of Authorization: \_\_\_\_\_

Signature of Authorized student: \_\_\_\_\_

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Signature of Authorized student: \_\_\_\_\_