

Basic Shop Rules

The following rules are intended to guide students in safe practices in the Agricultural and Biosystems Engineering mechanical/electrical shops. Common sense and attention to what is going on around you is always the best safety practice. Although the shops are well maintained and meet all legal safety requirements, it is always your responsibility to think and act in a safe manner. The rules listed here cover the most common safety issues in the shops but are not all inclusive. If you have any doubts about the safety of a particular machine, process, or activity, consult your instructor or shop technician.

Regardless of the rules listed here, if your instructor or the shop technician tells you that you are doing something unsafe, you must follow their directions immediately. Failure to comply with shop rules, or faculty and staff direction will result in suspension of shop privileges.

Working Alone:

1. **NEVER work alone!** At least two adults must be in the shop when using power tools and when lifting objects with jacks, hoists, etc. in order to have someone present in the shop to call for help and provide assistance in case of an accident.

Equipment Safety:

1. If you cannot do a job in the shop safely, **don't do it.**
2. Get first aid immediately for any injury.
3. Do not walk behind a person operating a machine; you may bump him/her by accident or startle them and cause an accident.
4. Any questions should be directed to the shop supervisor.
5. No personal projects will be done in any shop.
6. When more than one person is working with a machine, only ONE person should operate the machine switches.
7. Only the operator should turn the machine on or off.

Clothing and Accessories:

1. Always wear close-toe shoes in the shop. Sandles and other open shoes do not provide protection from falling or dropping objects.
2. Eye protection is essential. Always wear safety glasses when working and when cleaning tools.
3. Remove or secure anything that might get caught in moving machinery; rings, necklaces, long hair and loose clothes that get caught in tools that can drag you along.
4. Do not wear gloves while operating machinery. Gloves, rags, etc. can be easily caught in machines that are in motion and can pull the operator into the equipment.
5. Gloves will be worn when handling equipment/materials with sharp edges or wood that splinters.

Equipment Operation:

1. Unless you have been taught how to operate a machine, **DO NOT** use it. If you're unsure about the safe operation of a tool or any aspect of a job, **ASK FOR HELP!** Have shop staff supervise your first-time use of a tool.
2. Keep your hands away from sharp tools and work pieces. Make sure that nothing that you do will cause you to be cut. Secure work pieces with clamps to prevent them from shifting or rotating when drilling, grinding, operating a lathe, etc.
3. Dust, chemicals and smoke can be dangerous - work in well-ventilated areas, minimize contamination and use appropriate protective equipment.
4. Any problems with machinery or tools must be reported to the instructor or lab technician immediately.
5. Horse play and practical jokes will not be tolerated in the shop; there is **zero tolerance!**
6. Machinery marked "**Not for student use**" is to be operated by the instructor or lab technician only.
7. Do not attempt to make any repairs or adjustments to any equipment.
8. Ensure that all protective guards are in place before starting any machine.
9. Do not leave any machine running while unattended. Before leaving a machine you are using (regardless of how long you will be away from it) **shut it off** and wait for it to stop.
10. Do not use compressed air to remove chips or shavings from the machines or parts.
11. Do not leave keys on chucks of lathes, drill presses, and milling machines.
12. Get help to handle large, long, or heavy pieces of materials or machine attachments.

General:

1. Be familiar with the locations of first aid kits and fire extinguishers. Know how to operate a fire extinguisher before you begin your work. In case of a fire, sound an alarm and, if possible, get help to extinguish the fire. Report all fires to your instructor, lab technician, shop supervisor or front office.
2. In case of injury, no matter how slight, report it to your instructor, lab technician, supervisor or front office. The campus emergency phone number is 9-911. All injuries must be reported within 24 hours of occurrence.
3. Clean up after yourself and put all tools away!

I have read, understand, and agree to abide by the above shop safety rules. I accept responsibility for following good safety practices when working in the labs and for reporting any unsafe conditions therein.