

Safety Policies for Engineering Laboratories and Machine Shop 5/12/22

1. Wearing PPE (Personal Protective Equipment) is imperative. Work clothes such as a boiler suit and safety shoes must be worn when working in the machine shop or welding laboratory.
2. College approved safety glasses or goggles **MUST BE WORN** while working or observing in the machine shop, as required by New York State education law.
3. Face shield **plus goggles** **MUST BE WORN** while working on heat treating equipment and grinding machines.
4. No person may operate equipment in an engineering laboratory or shop until being instructed on the proper operation of such equipment and has obtained authorization of the instructor in charge of the laboratory or shop.
5. **BE ALERT!** If you detect anything going wrong with an experiment or machine operation, **SHUT DOWN** the equipment at once and notify the instructor or his/her assistant.
6. When in doubt, **STOP** the experiment, machine, and/or project.
7. No student shall distract or in any way interfere with another student or students in the performance of their duties in a laboratory or shop.
8. Defective and/or damaged equipment or tools in a laboratory or shop must be reported immediately to the instructor in charge or his/her assistant. Anyone violating this rule will be required to repair or replace the item.
9. No machine tool may be left unattended while under power or in motion.
10. No student may wear a watch, ring, metal belt buckle, or other metal device while working in the shop.
11. No student may wear a tie or have unbuttoned shirtsleeves or exposed shirttails while working in any laboratory or shop.
12. Students must keep their assigned work area in a neat and unobstructed manner.
13. Machinery and experimental set-ups must be examined and approved by the instructor in charge or his/her assistant before power is engaged or the experiment is started.
14. Only one student may operate a machine tool at a time.

15. Metal chips and/or turnings are not to be moved or removed by hand. Use the metal scoop and hook provided for this purpose.
16. Never perform or look directly at any welding or burning operation without the proper glasses and/or shields.
17. Never adjust a cutting tool, pulley belt, or speed ratio gearing while the machine is under power or in motion.
18. Never leave any hot material unattended.
19. Under no circumstances should a chuck key be left in a chuck after use.
20. When working with rotating equipment, make sure the equipment is unobstructed and tightly secured before turning on the power. All tool rests, chucks, tool and drill bits, and protective guards must be secured and verified before turning on power to the equipment.
21. When working with welding equipment, all welding rods must be removed from the stinger/welding rod holder before setting the stinger down.
22. All torch gas bottles must be secured before setting the torch down or walking away.
23. Cleanliness is imperative. All laboratory/shop areas shall be signed off as clean by the instructor before departure. Lab/shop areas must be swept clean. Welding tables must be ground smooth to remove weld spatter.
24. **Reporting Requirement: Every injury, no matter how minor, must be reported to the instructor or his/her assistant by the injured party or, if he/she cannot be moved, by another person. All injuries must be reported to Campus Police and treated by Health Services. The instructor will make a written report to their department chair.**

I certify that I have read, understand, and will comply with the rules listed above,

Name: _____

Course Number and Section: _____

Date: _____