

Title: Safety Policies for the Manufacturing Processes Lab	No: 26-15
	Date: 9/14/2026

This policy describes safety policies for the Machine Shop and Welding Lab (collectively termed ‘the Lab’) used to conduct laboratory sessions of *ENGR 503/504 Manufacturing Processes I/II* within the School of Engineering. It updates and supersedes all prior policies.

1. Students will not be admitted to the Lab unless wearing a boiler suit and steel-toed shoes. At all times, the boiler suit will be properly worn, and the shoes will be properly tied. Students violating these rules will be required to leave the Lab for the remainder of the day.
2. Students and instructors will wear safety glasses from the time they enter the Lab until the time they leave. There will be no exceptions, and students violating these rules will be required to leave the Lab for the remainder of the day.
3. A chuck key found in a lathe chuck without the student’s hand on the chuck key will result in the student being required to leave the Lab for the remainder of the day.
4. Every lathe and other machine tool used by the student, and the adjacent floor area, will be clean of chips and oil at the end of the lab period. Failure to leave equipment properly cleaned will result in the student being dismissed from the subsequent lab period.
5. Students and instructors are required to wear proper eye and hand protection during all welding and burning procedures.
6. Butane cigarette lighters and similar devices are not permitted in the Lab. They may be checked at the instructor’s desk when entering the Lab and retrieved at the end of the lab period.
7. No student is to be allowed to work in the Lab without an instructor physically present.