

Laboratory Safety

- **Cell phone use is prohibited during ALL class/lab activities.**
- **Your professor or lab instructor must be present to supervise all lab activities.**
- **Unauthorized lab work is prohibited.**
- **Lab students must know the location of and become familiar with:**

Lab Safety Plan, Fire Exits, Fire Extinguishers, MSDS Info, and First Aid.

- **Safety glasses must be worn while in the laboratory.**
Rotating cutters, drill bits and saw blades generate flying metal chips. Lubricants, coolants, chuck keys, and misplaced hand tools can become flying objects. **EYE PROTECTION IS A MUST.**

- **Dress correctly.**

Shorts, tank tops, and any clothing with large openings are not allowed during machining operations. Flying chips and debris will enter any small openings.

Hoodies must be removed before entering the shop floor.

Closed toe shoes which cover the instep are required. Sandals and soft slippers are expressly forbidden. Fashion is generally incompatible with safety in a machine shop -- get over it.

Welding labs require non-flammable outerwear.

Jewelry must be removed prior to using the machinery. This includes items such as chains/necklaces, watches, bracelets and rings.

- **Hair over 6 inches long must be constrained.**
- **Follow instructions closely.** Don't guess at the correct way to complete your assignment. Ask your instructor for help, not another student.
- **Know the equipment.** Be careful with sharp cutters. Wear gloves when handling all tooling. Keep hands away from moving blades and cutters. Make sure all work holding devices are tight. Remove all chuck keys and tools before starting a machine.

KNOW THE EXACT LOCATION OF THE **ON/OFF** SWITCH.

- **Cleanliness:** Regardless of how clean or dirty a machine is when you arrive, make sure it is clean when you are finished using it. Put all tools away, cleaned, in their proper location, and sweep/brush up &/or vacuum all chips on and around the machinery when you are done. Keep the machinery and the floor around you clear of metal chips and debris.

DO NOT remove metal chips with your bare hands.

I understand and accept these rules as a necessary part of my work.

Printed name _____

SIGNATURE _____ DATE _____