

Mechanical Shop Policy

- General
 - All users must show a picture ID and sign in before using the shop.
 - All users agree to follow any instruction or direction given by the Mechanical Shop Supervision.
 - Two persons must be in the shop at all times to operate any power tools.
 - Only authorized persons may remove a Lock Out tag.
 - No horseplay is allowed in the shop.
 - Do not distract anyone using equipment.
 - Report all injuries to the area supervisor immediately.
 - Report any broken tools or machines immediately to main shop.
 - Tools may not be removed from this shop without authorization.
 - It is NOT permissible to machine in any manner any flammable, radioactive or solid toxic materials.
 - Projects uncompleted prior to leaving must be removed from the shop unless authorized by the supervisor.
 - Comprehensive machining guidelines and safety rules are available. Contact the shop supervisor if needed.
- Training
 - All users must be trained on the machine they wish to use prior to their first use.
 - Users will demonstrate a working knowledge of each machine prior using that machine.
 - A record of training for each individual using the shop will be kept which identifies each machine the user has been trained on and the date that the individual demonstrated operational and safety competence.
- Safety
 - Safety is your top priority when you are in this shop.
 - A MSDS must be provided by the user for all material entering this shop. No exceptions.
 - Visitors may be required to wear safety equipment, i.e., safety glasses, dust masks, etc.
 - If you are unfamiliar with the proper way to do something, please ask for assistance or guidance.
 - Report any unsafe conditions to the shop supervisor
 - Safety glasses must be worn when working in the shop.
 - Ear protection is provided and may be required, depending on the work taking place in the shop.
 - Dust masks may be required and must be provided by the user when needed.
 - Loose fitting clothing may not be worn when using any power tools.
 - Gloves may not be worn when using power tools.
 - No open toe shoes or sandals are allowed in the shop.
- Cleaning
 - All users must clean all tools, machines and areas they used each time they finish working.
 - All users must clean and return all tools to their proper location when finished.
 - Floor area where work was done must be cleaned after every use.

The undersigned has read this policy and agrees to abide by all the policy rules defined. Failure to comply with these policies will result in denial of your access to this shop and possible disciplinary action.

Printed Name: _____ Net ID: _____ ID # _____

Signature: _____ Date: _____

Faculty Advisor/Supervisor Name: _____

FOR SHOP USE ONLY:

Approved Machines:	Shop Assistant Signature:	Date:
Power Sander		
Horizontal Band Saw		
Vertical Band Saw		
Brake/Roll/Shear		
Drill Press		
Vertical Mill		