

MACHINE/WELDING SHOP EQUIPMENT USE POLICY

1. All students must be trained in the proper and safe use of shop equipment. Each student will be responsible for scheduling an appointment with the technician for equipment training. No training will be done on a walk in basis.
2. All equipment training must be completed before students may begin work in the shop.
3. A part sketch/drawing with relevant dimensions and material specifications will be required before students may begin work in the shop.
4. Students must get an instructor's permission before using machine or power tools.
5. All reports of broken machinery should be brought to the attention of the instructor immediately.
6. Students are required to clean any machinery they use before signing off the machine. Repeated failure to clean machinery will result in the loss of shop privileges.
7. Specific safety rules are posted near each machine. These rules should be reviewed frequently to insure safe use of the machinery.
8. Under no circumstances will anyone be allowed to work alone while using machinery or power tools.

MATERIAL USE POLICY

1. For each project, a record must be kept of all raw materials and hardware taken from shop stock. A Material Use/Request Form should be completed and initialed by the technician before any materials are used.
2. A sketch/drawing with relevant dimensions and material specifications will be required to obtain materials and hardware from shop stock.

HAND/POWER TOOL CHECK OUT POLICY

1. All hand and power tools must be signed out before use. A sign-out sheet will be provided on the inside of the tool storage cabinet.
2. There are six (6) tool kits designated for student use. A list detailing the kit's contents can be found on the inside lid of each tool box. It is the student's responsibility to check the contents of each kit before signing it out. Once the kit is signed out, the student will be responsible for any missing items.
3. Access to tooling and equipment cabinets, excepting those designated for student use, is forbidden without the permission of an instructor.

WORK SCHEDULING POLICY

1. All requests for machine work will be done in the order in which they are received.
2. A work request will consist of the following:
 - a. A completed Work Request Form
 - b. A completed Materials Use/Request Form
 - c. A detailed drawing including all relevant dimensions
3. Drawings submitted for shop work must be done using AutoCAD or drafting equipment. Rough sketches will not be accepted.
4. Groups will be notified at the start of work on their project and be invited to assist in fabrication when applicable.

SHOP/LAB SAFETY EQUIPMENT

IMPORTANT NOTICE: All persons using Engineering Department shop and laboratory facilities should become familiar with the location and operation of the following safety equipment before beginning work.

1. There are four emergency stop buttons located in the shop. These red push buttons are clearly labeled and are used to cut off power to the machine tools in case of an accident. These switches only control the power to the machine tools; wall outlets and other electrical devices are not affected by these switches.
2. There is one emergency gas shut-off valve located in the welding area. This valve is also operated by a red push button but is clearly marked to distinguish it from the electrical stop buttons.
3. A shock/fire blanket is located on the wall of the welding area.
4. There is one eye wash station located in each of the following labs: shop area, material science lab.
5. There is one emergency shower located directly inside the door of the Thermal Sciences lab.
6. A first aid kit is located on the back side of the shop office door.

FIRST AID AND EMERGENCY POLICY

1. Report all injuries to the instructor on duty.
2. First Aid Kits are intended for emergencies only and are to be used solely with permission of the instructor. All other non life-threatening injuries will be referred to the health center.
3. All persons refusing treatment by the health center will be required to formally signal his or her refusal in writing.
4. Telephones are available in the shop office and ground floor hallway (adjacent to the vending machines) for use in the event of a serious injuries. Emergency numbers are clearly posted on the handset of each phone.

SHOP/LAB HOURS

1. The shop and labs may be used on a sign-up basis. A list of available time slots will be posted outside the shop office.
2. There is a possibility of scheduling some night or weekend shop time as need dictates. The specific time slot will be determined by the class and instructor and will again be on a sign-up basis.
3. The project area will be open from 8:00 A.M. to 11:00 P.M. during the week (provided there are no classes using this room).
4. No student will be allowed to work alone in the project area.
5. Project consultations will be done on a sign-up basis. A sheet with available time slots be posted in the shop office.