

SAFETY RULES IN STUDENT INSTRUMENTATION WORKSHOP

This document covers the general safety rules for working in Student Instrumentation Work Shop (SIW).

1. The NSEL Coordinator oversees the SIW.
2. Each user must sign in the login book prior using the SIW.
3. All personnel that wish to work in the SIW must either take a class in Machine Tool Operation or, through their prior experience, be able to prove their proficiency to the CEE Machine Shop Supervisor.
4. All SIW users must wear eye protection while working with machine tools and power tools; see the attached list.
5. Hearing protection (ear plugs) should be readily available to shop users.
6. A first aid kit must be placed in the SIW, and a lab member should be assigned to keep it well stocked.
7. A fire extinguisher must be readily available in the SIW.
8. Basic Safety rules must be followed at all times in the SIW. Among these are:
 - a) Long hair must be tied back at all times.
 - b) Close-toe shoes must be worn while working in the SIW.
 - c) Any oil spill on the floor must be immediately cleaned up.
 - d) Loose fitting clothing must be tucked in or tied up.
 - e) Neckties must not be worn.
 - f) Bracelets and other loose jewelry must be removed prior to using the shop.
 - g) No horseplay in the SIW is permitted. Machine tools can be dangerous.
9. No person should work alone.
 - a) During the normal work days between the hours of 8:00 a.m. and 4:00 p.m., students should inform one of the NSEL staff members before using any machine or power tools in the shop.
 - b) At least two people should be in the SIW when working after hours (i.e., 4:00 p.m. to 8:00 a.m. on weekdays, as well as weekends and holidays).
10. All tools must remain in the shop. If a student needs tools at the testing setup he (she) may take these tools out of the shop under two conditions:
 - a) Tools are returned to the shop after the operation is completed.
 - b) Tools remain at that testing setup secured inside of the provided cabinet. The student, however, must leave a note what tools were taken and where they can be found. The logbook is provided for that purpose.

NSEL. Student Instrumentation Workshop. Safety Rules.

11. The SIW must be kept clean. It is impossible to maintain a safe work environment if tools, stock, and last weeks coffee are lying about the equipment. All SIW member are responsible for shops cleanliness.
12. Practice common sense. If your gut tells you not to setup a part in a certain way in a machine, don't do it. Most shop accidents are a result of lack of knowledge, not carelessness. If you have any doubt, consult personnel working in the Student Instrumentation Workshop.
13. If a student does not follow the rules listed above, the lab director/coordinator will take appropriate action, including personal discussions, written notification/warning, or removal of SIW privileges.

The NSEL Director will resolve any situations not described in the above referenced rules.

ATTACHEMENT

LIST OF HAZARDOUS POWER TOOLS AND MACHINE TOOLS IN SIW

POWER TOOLS:

Right-angle grinder
Straight-wheel grinder
Band file
Circular saw
Miter saw

MACHINE TOOLS:

Drill press
Abrasive cutoff saw
Belt and disc grinder
Bench grinder
Table saw
Vertical table band saw
Lathe
Mill
GMAW welder