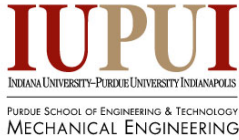


Updated: July 20, 2007



Department of Mechanical Engineering, IUPUI

RULES & SAFETY GUIDELINES FOR USING THE MACHINE SHOP

The following are the rules/safety guidelines that must be followed/practiced by everyone in the machine shop. However, this list is not inclusive nor a substitute for prudent caution and common sense.

In case of a fire, chemical hazard, or other emergency, call 911, alert the lab technician and all other students in the shop.

1. **Safety glasses or goggles** must be worn at all times.
2. **Never leave unattended** a machine/equipment that is running.
3. **Never wear sandals, shorts, or short skirts.** Exposed skin can be subjected to serious cuts and burns.
4. **Confine long hair and loose clothing** when in the machine shop. **Do not wear ties, rings or jewelry** when running machine tools such as milling or turning machines.
5. **No eating, drinking, or smoking or chewing** of gum is permitted in the work area. Contamination of food, drink, and smoking materials is a potential for exposure to toxic substances.
6. You **cannot use the machine shop or operate unfamiliar machine tools until you get permission and basic instructions from** Rudy Earlsen, Department Technician, or other authorized personnel.
7. **At least two people** should be in the lab whenever a machine/equipment is being used.
8. Assess the **potential physical and chemical hazards**, and the safety precautions that apply to your apparatus before beginning.
9. Be alert to **unsafe conditions** and actions and call them to the attention of Rudy Earlsen immediately.
10. Be careful **not to touch any heated surfaces** as they might cause a burn.
11. **Avoid distracting or startling** any other worker or indulging in any other acts of carelessness.

I read the above rules and safety guidelines for using the mechanical engineering department machine shop and agree to comply with all.

Signature: _____

Date: _____

Name (First and Last): _____