Everyone must wear safety glasses in a shop environment. You must wear safety glasses, even if you are not working on a machine. Debris can travel across the shop from other machines.

Use ear protection while running or near machines or power tools. Even moderate levels of noise over time can cause hearing loss.

Wear dust masks while sanding. Exposure to dust can lead to temporary and long-term respiratory issues.

Wear appropriate clothing and tie back hair. While in the shop wear clothing that will both protect you while working but also not cause a hazard. This means:

- No loose fitting clothes or accessories. Baggy clothing and hair can easily catch, pulling you in to a machine. For example: No ties, scarfs, loose sleeves, etc.
- Jewelry such as bracelets and necklaces should be removed, even rings.
- No gloves.
- Wear close-toed shoes at all times, no sandals. Wear shoes that provide good footing. If working with heavy materials or tools, steel toed boots are recommended.

Be mindful of others. Be aware of others working around you. Give people reasonable space while they are working with any tool. Do not be a distraction.

Be mindful of yourself. Do not enter the shop if you are not in the proper state of mind. For example: tired, ill, or mental distracted.

Be mindful of the environment. Hazards to watch for included poorly stored materials, stray tools, slippery floors, etc.

Concentrate on your task and do not rush. Tools and machines must be used as intended. Feeding material in faster or speeding up the machine will not help you complete the task quicker.

Listen to the machine. If the machine does not sound right, turn it off.

Use all safety equipment provided. Do not remove any safe guards.

If you do not know how to use a machine, ask for help.

Before starting any machine, study it and know how it works, which adjustments need to be made, which parts move, and which are sharp.

 Appropriately secure all work pieces, and double check. There are no free-hand machines. Use clamps as well as work surfaces and fences.

No food or drink in the shop.

Do NOT leave machines running unattended, even for a moment.

The ShopBot is off limits. This also means not using the machine bed as a work space or storage.

Remove chuck keys and wrenches used to make adjustments.

Clean up machines and work area after use. Dirty area are unsafe and are unpleasant to work on.

Do not use compressed air to clean off machines. Use brushes and brooms to remove dust and debris. Compressed air can endanger a person’s eyes as wells as damage equipment.

The maximum number of people in the shop is 15.

Work only on assigned projects and work related to your studies.

Shop supervisor or approved attendant must be present when you are working in the shop. No exceptions.

To report an accident or call for help, dial 4-4444 for University Police.

You must attend a safety orientation conducted by the shop supervisor and sign the waiver form before using the shop.