

# Shop Safety

## Prototype Lab- Studio Arts Building

- **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.**