

General Safety Rules to Be Followed in the Discovery Lab

- In case of injury, call campus safety. The campus safety phone number is **6911**.
- **SAFETY GLASSES**, are required when using or within 3 feet of any machine tool or power tool.
- **SHOES** must be worn in any shop area. The minimum footwear must cover the entire foot. No one wearing sandals will be allowed to use the shop space.
- **DO NOT** operate any equipment unless you are familiar with its operation. If you have any questions regarding the use of equipment ask the area personnel.
- Avoid excessive use of compressed air to blow dirt or chips from machinery, to avoid scattering chips. Never use compressed air guns to clean clothing, hair, or aim at another person.
- If chemicals get in the eye, wash eye for 15 minutes in the eye wash. Notify campus safety at 6911.
- **DO NOT wear ties, loose clothing, jewelry, gloves, etc. around moving or rotating machinery.** Long hair must be tied back or covered to keep it away from moving machinery.
- DO NOT work in the lab if tired.
- Never indulge in horseplay in the lab.
- All machines must be operated with all required guards and shields in place.
- A brush, hood or special tool is preferred for removal of chips, shavings, etc. from the work area. Never use hands.
- Keep fingers clear of the point of operation of machines by using special tools or devices, such as push sticks, hooks or pliers, etc. Never use a rag near moving machinery.
- A hard hammer should not be used to strike a hardened tool or any machine part. Use a soft faced hammer.
- Practice cleanliness in shop areas.
- **Keep the floor around the machines clean, dry and free from trip hazards.** Do not allow chips to accumulate.
- Before starting a machine, always check it for correct setup and always check to see if machine is clear by operating it by hand, if possible.
- Do not drink alcoholic beverages before or during work in the machine shop area. **Do not bring food/snacks into the shop.**
- Don't rush or take chances. Obey all safety rules.
- Heavy sanding and painting should only be done in well ventilated areas, preferably on the loading dock.
- Follow all appropriate precautions when working with solvents, paints, adhesives or other chemicals. Use appropriate protective equipment.

Modified from document produced by Paul Tompkins