

Shop Safety Rules

General Safety

1. If the floor around your machine is oily, protect others by cleaning up the spills immediately. Make sure no one will slip when they step on it.
2. If the fire alarm sounds, leave what you are doing in a safe manner and walk briskly (do not run) out of the building. Stay at least 150 feet away from the building until you are told by the safety officer to return to the building.
3. If you see a small fire, use the fire extinguisher to put it out. If the fire is large, let others in the laboratory know as soon as possible and use the nearest phone to call 911.
4. If someone is being electrocuted, keep away from the person and turn off the power source.
 - a. Turn off the main power switch, unplug the cable, or go to the electric power panel and turn off the breakers.
 - b. Do not touch the person as you may be electrocuted yourself. If you must touch, test touch with the back of your hand first so that you do not hold on when your hand clenches from a shock.
5. Locate the following:
 - a. The nearest safety exit
 - b. The nearest fire extinguisher
 - c. The nearest telephone
 - d. The electric power panels in the laboratory
6. No food or drinks in the laboratory.

Operating Machinery

1. Do not use any equipment unless you know how to use it.
 - a. Ask for permission before using it.
 - b. Before using the equipment, identify the main power switch.
 - c. Pay attention to any safety precautions needed around particular equipment.
2. No one should operate any machine unless another person is within sight and hearing.
3. Do not sit down while running any machine. Do not lean against the machines. Machines must not be left unattended while running.
4. Make certain the blade or spindle is completely stopped before touching your piece.
 - a. Use tongs, hooks, or pliers when handling metal shavings on a running machine. Do not use gloves unless the machine is turned off.
5. Clean up any chips or scrap on the machine, work table, or floor after you are done.
6. If you take something out of a drawer or check out any instrument or tool, make sure you return it to its correct place.

Safety Resources

1. Students must pay particular attention to safety in the laboratory since dangerous equipment and hazardous chemicals will be used.
2. Each student should read and sign the Technician Supervisor's red safety manual which contains information related to safety with respect to particular machines. You need to sign the manual only once in your career at UTPA.
3. The MSDS sheets (contains safety data) for all chemicals used in the laboratory are available outside the Technician Supervisor's office.
4. You and all the university employees are responsible for your safety and the safety of the equipment and others around you.
5. Report any accident immediately to the instructor, laboratory assistant, or other staff member.

Behavior

1. If the instructor or laboratory assistant observes a safety violation, the student will be told about it.
 - a. The student must rectify the situation **immediately**.
 - b. A second violation will be provided in writing and reported to the instructor.
 - c. A third violation will result in the student being asked to leave the laboratory immediately and may be removed from the class at the discretion of the instructor.
2. Extremely careless behavior that endangers the safety of others may lead to the student **immediately** losing privileges to use the laboratory for the semester.
3. Absolutely no horseplay will be tolerated at any time.

Dress Code

1. Eye protection must be worn at all times in the laboratory.
2. Protect your upper body.
 - a. Loose clothes like long sleeves, ties, shirt-tails out, or skirts are not permitted.
 - b. Roll up your long sleeves above your elbows, and tuck in your shirt.
 - c. Delicate fabrics and flammable clothing are discouraged because flying chips and heat radiation can cause such clothes to burn.
 - d. An apron will be provided if you request it.
3. Protect your lower body.
 - a. Closed toe shoes must be worn. No sandals, flats, pumps, heels, etc. No part of your foot should be visible.
 - b. Full length pants must be worn. No shorts, capris, etc.
4. No jewelry is permitted on your hands. Remove any necklaces, rings, bracelets, and watches before working on machines.
5. Long hair must be tied back in a bun or inside a baseball cap. All baseball caps must be worn backwards (the bill at the back of your head).