

University of Central Oklahoma
Department of Engineering & Physics
Shop Use Policies

Lab Manager: Kevin Rada, 974-5469 Howell Hall 118-A2

General Shop Safety Considerations

1. **A shop is a potentially dangerous environment.** All accidents are preventable by taking proper care. Be aware that others are also working in the shop and pay close attention to your work, especially while operating power tools.
2. **The shop is not a place for socializing or practical jokes.** Plan your work to complete it in an efficient manner, and leave the shop as soon as your work is done. Do not distract others.
3. **Protect your eyes.** When inside the shop area, proper eye protection must be worn at all times. Glasses are available in a bin near the entrance. Please, return them to the bin when you exit the shop.
4. **Protect your ears.** Shop machinery can produce high noise levels. Hearing loss can occur from exposure to high noise levels over an extended period. When noise levels in the shop are uncomfortable, use ear protectors, located in a bin near the entrance. Discard when you are done.
5. **Protect your hands.** Wear proper gloves before handling hot or corrosive materials.
6. **Protect your lungs.** Wear a filter mask if particulates are present in the air.
7. **Protect your internal organs.** Use paints or solvents under the fume hood with the fan on until no odors can be detected.
8. **Dress appropriately.** These guidelines on proper clothing in the shop must be followed to ensure safety of the users and bystanders:

Don't become entangled in your work. All clothing, especially on the upper body and arms should fit close to the body so that the clothing does not become entangled in moving machinery.

- Long and loose shirts should be tucked in so as to not dangle in the path of operation of any machine.
- Any long sleeves must be rolled up or pushed up to the elbow in a manner in which they will stay there without requiring frequent readjustment.

Beware of long hair. Girls who have long hair must pull their hair back or put it up so that it will not hang in the path of operation of any machine.

Accessories are not allowed. Any jewelry such as necklaces, watches, rings, or bracelets, must be removed prior to operation of any machine in the shop.

Protect your skin. While in the shop, wear clothing that will protect your skin from hazardous debris, corrosive chemicals, and falling parts and tools,.

- Wear full-length pants.
- Skirts and shorts are not allowed.
- No open toed shoes are allowed at any time inside the shop area. Keep your feet covered to protect them from falling debris, parts, tools, and chemicals.
- Wear a shirt that covers all of the chest, midriff, waist and the upper arms.

9. **Work in pairs when using power tools.** Make sure that you have a spotter to give you assistance in case of an accident.
10. **If an injury occurs requiring immediate medical attention, call the Department of Public Safety (Shop Phone: 2345, or from a cellphone: 974-2345) to report the location (Shop: Howell Hall 109) and nature of the injury. Notify the Shop Attendant or other UCO employee as soon as possible.**
11. **Report any unsafe conditions to the Lab Manager or Shop Attendant.**

General Shop Protocol

1. You may not enter the shop until you have received basic shop instruction and passed the shop safety test.
2. You are not allowed to use any piece of equipment until you have received appropriate training and authorization.
3. You are required to sign the logbook with proper information when you are using the shop and sign out when you are done.
4. You are responsible to report any damaged equipment to the Lab Manager and record it in the logbook next to your name.
5. Students may only work on school-related and authorized projects in the shop. Authorization must be obtained before working on any project.
6. No tools or equipment may be removed from shop without prior approval.
7. Always clean up your area after you are finished. This includes sweeping the floor.

Failure to follow any of these rules will result in the loss of privileges to work in the shop.

If you have any questions or concerns, contact the Lab Manager.