

ENGR109 Shop Safety Course

Prior to being allowed to have access and work independently in ENGR109, each student must successfully complete a shop safety course. The objectives of the course are to provide students with a basic overview of shop safety and rules to follow when using shop facilities.

Students will watch a video from MIT about shop safety (<http://techtv.mit.edu/collections/mshopsafety>) and then take a quiz. Students passing the quiz will be allowed to sign a contract that they agree to use the shop in a safe manner and will be allowed to use the ENGR109 facilities.

Shop Safety Rules

1. Always dress appropriately. Long sleeves or loose clothing should be avoided.
2. Wear appropriate shoes. Open toed shoes or sandals are not appropriate.
3. Always tie back long hair to keep it out of your face and way from machinery.
4. Use brushes or other tools to remove shavings or chips. Never use hands or compressed air.
5. Always wear safety goggles.
6. Don't wear gloves while operating machines.
7. Wear disposable gloves when using adhesives.
8. Prevent slip and trip hazards. Wipe up spills immediately.
9. Clean the area as needed.
10. Maintain clear aisles and orderly stock of supplies.
11. Don't throw hazardous materials in the trash. Ask if you don't know how to dispose of something.
12. Don't work alone.
13. Don't remove or disable safety guards on machinery.
14. Don't leave machines running unattended.
15. Never use a machine or power tool until you are familiar with its operation and have been trained for safe use
16. Always keep fingers and hands clear of the point of operation. Use push sticks or other means.
17. Assess the operation of machines. Know what moves and what is stationary. Know what is sharp and what is not.
18. Always remove chuck keys or wrenches.
19. Don't become distracted or distract someone else.
20. If you are fatigued, take a break.
21. Know your resources, who is in charge, shop specific rules, and read operators manuals.
22. If a machine doesn't operate properly or sound right, turn it off and tag it so it doesn't get used until it is fixed.
23. The best safety device is between your ears.