

# AMPEL/CS Graduate Workshop

## General Safety Guidelines

Updated: March 2014

The AMPEL/CS prototyping shop, located in the centre, west side of the high head area, is a general purpose machine shop for the exclusive use of qualified users. All users must follow the following rules.

- 1) **Safety first!** Call 911 for emergency and report all injuries to shop supervisor
- 2) Safety glasses must be worn in shop at all times.
- 3) No bare feet, sandals, slippers or open toe shoes are permitted. Minimum foot protection of sneakers and socks is required.
- 4) Tie up/secure long hair and remove rings, bracelets etc...
- 5) Do not wear loose fitting clothing.
- 6) Keep your work area free and clear of excessive chips and clutter.
- 7) Be careful when using compressed air hoses. Do not blow chips/ debris towards yourself or others.
- 8) Never touch chips or rotating tooling with your bare hands or fingers when a machine is running.
- 9) Never leave chuck key or wrenches unattended in machines.
- 10) Clamp all work in vise on drill presses whenever possible.
- 11) Always clamp everything, vise and/or work piece securely to the table of the drill press.
- 12) Use wood push block to feed work on the band saw.
- 13) Always use specially modified drills when drilling brass or plastic.
- 14) Secure round bar stock and small pieces properly when using the band saw.
- 15) Clean up debris: dust pan, clean rags etc. are provided use them.
- 16) Put all equipment that you use back where it belongs.
- 17) If you damage or have a problem with tools or machinery, notify the shop supervisor.
- 18) Minimum 2 People in the Shop when operating power tools of any kind.