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.