All students are expected to always exercise caution with respect to the health and safety of themselves and others. When the class is in the lab for an activity or demonstration, the following procedures and regulations are to be observed at all times:

a) Safety goggles or safety glasses with side shields must be worn whenever you are in the laboratory. This is a state law as well as a part of the federal Occupational Safety and Health Act (OSHA) wherein EMPLOYEES as well as employers can be heavily fined for unsafe practices.

Students without eye protection will not be permitted in the laboratory until eye protection is secured.

b) The presence of an appropriately qualified state employee (i.e., the course instructor, lab graduate assistant (GA), other faculty member, etc.) is required. Never work alone.

c) Do not attempt to operate any machine before you have been shown how to operate it.

d) If you are not certain that what you are doing is a safe procedure, then DON'T DO IT! Ask the instructor or GA—that's what they are here for!

e) BEFORE leaving the laboratory, each student is to have the instructor or GA verify that his or her work area—the machine and the floor around the machine—has been cleaned.

- This condition applies even if the machine was found to be in a dirty condition.
- The lab grade of any student who leaves a machine or work area in dirty condition will be LOWERED ONE LETTER GRADE PER OCCURRENCE.

- All tools and materials are to be properly put away after use.

f) COMPRESSED AIR IS NEVER TO BE USED TO CLEAN A MACHINE! It may, however, be used to clean a vise or chuck prior to installation of a workpiece (part) in order to make a measurement—PROVIDED that care is exercised to prevent dirt or chips from being blown into lead screws, bearings, ways, etc.

g) Report all injuries (no matter how minor) to your instructor—to protect yourself.

h) Scuffling, "horse-play," and "practical" jokes are considered to be the acts of idiots and are not tolerated in the laboratory.

i) Excessively long hair can be hazardous around machinery and must be restrained.

j) Be certain all safety devices and guards are in place and operational. Do not operate unguarded machines.

k) Lift heavy objects safely, preferably using mechanical devices. If you must be a hero and lift manually, at least do it correctly: lift with the legs, keeping the spine vertical. Remember, spinal injuries are permanent—they never completely heal.

l) Never blow compressed air towards another person.
m) Beware of electrical hazards. Never attempt to use a machine that is on a wet floor. Keep hands, feet, and clothing dry. Although these machines operate on 208 volts RMS, your body will react to its peak-to-peak voltage (588 volts).

n) Always clean and stone the vise base and table surface before mounting a vise on a machine. Always indicate the vise in to within 0.001" runout.

o) Be certain the workpiece and cutter is securely and safely mounted in your machine. If you are not certain, ask your instructor to check your setup.

p) Only one person should be operating a machine at any one time.

q) **NEVER** leave a running machine unattended.

r) Keep your fingers away from revolving cutters and work. In the battle of cutters vs. fingers, cutters **ALWAYS** win.

s) **NEVER** operate a machine while wearing gloves. The glove could become caught in the machine and pull your hand or arm into the machine.

t) Always stop a machine to make adjustments, take measurements, remove chips, or to lubricate and keep loose tools from accumulating on the machine (cutters **ALWAYS** win).

u) Use a brush (or pliers) to remove chips (never your hands).

v) Roll up your sleeves and remove all rings, watches, bracelets, necklaces, neckties, or anything else that might conceivably become caught in a machine.

w) Do not leave chuck keys in a chuck, even for an instant.

x) Any student who dulls, ruins, breaks, or destroys any cutting tool through negligence (e.g., running the cutter backwards, too fast, or too slow; failure to have the instructor check the setup, etc.) or damages/destroys a precision tool through negligence is expected to repair/replace the tool at said student’s own effort and expense.

y) Any student who violates a safety regulation will be required to leave the laboratory for the day.

z) Any student who violates the same safety regulation a **SECOND** time will be required to leave the laboratory for a week and will receive a **maximum final letter grade of D**. Any student who violates the same safety regulation a **THIRD** time will receive a final letter **grade of F** for the course and be denied entry to the laboratory for the remainder of the semester.