

Machine Safety & Cleanup Policy

AME 40463

Safety Procedures

The following rules and procedures have been developed for *your* safety and your fellow students' safety. It is vitally important that you follow these instructions, and if/when confronted with a situation that is not covered in this handout, use your best judgment or seek the advice of the TA.

- **ALWAYS** wear safety glasses when working with power equipment and when you are in the vicinity of others operating power equipment. This includes, but is not limited to, the Drill Press, the Vertical Mill, the Lathe, the Techno, the Sander, and the Nibbler.
- Use of the power equipment will be allowed *only* after each design group is approved to use the equipment. One member may substitute for the group, so long as it is understood that the person will be responsible for teaching her/his fellow design members proper operating procedures.
- Operating instructions, as well as simple demonstration examples, will be provided in a handout. Each student should familiarize herself/himself with each machine's operating procedure and be aware of any special considerations when using the machine (i.e. using machining oil to lubricate a drill bit when machining metal).
- If a piece of equipment is damaged, broken, making funny noises, etc... shut the machine down and report it the TA. In addition, put a note on the machine to notify others that it shouldn't be used until repairs are completed.
- The equipment provided for your use is dangerous when misused. Therefore, inappropriate use of the equipment, or inappropriate behavior, will result in the offending student **AND** that student's group losing privileges to the equipment.

Cleanup Policy

A large amount of time, money, and effort has been expended on your behalf to prepare the design lab for your use. In keeping with the professional environment established for you, the following guidelines have been created in the design lab. It should be noted that each group is responsible for their own assigned design area; you should keep this area clean and organized. The following rules apply specifically to the public work area, but also may be applicable to your group's private work area.

- Each group using a piece of equipment will be responsible for cleaning that workspace when they are finished. A dustpan and broom will be provided. Use it.
- After using a piece of equipment, each group is responsible for returning that piece of equipment to its original configuration.
- If you leave for the evening, you must clean up your work area and return the equipment to its previous state.
- When using the Drill Press, use the drill bits that were provided to *your group* and remember to remove them from the equipment when finished.