

**University of Delaware**

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**Shop Safety**

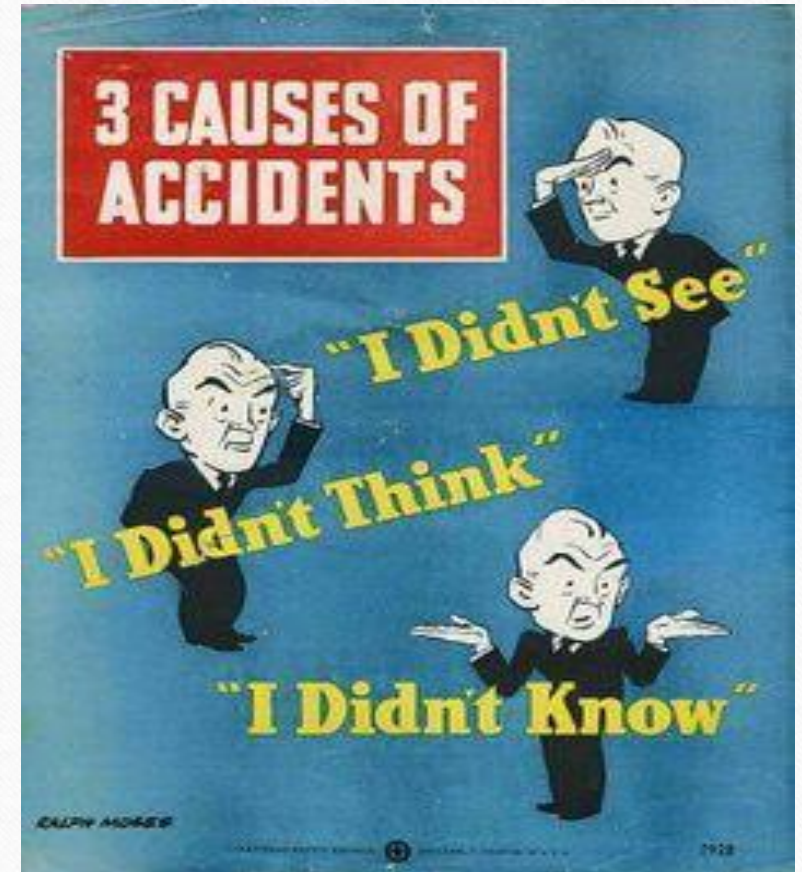
The first step in preventing personal injury or machine damage in the shop is to make sure that you are familiar with and know how to operate the equipment **correctly**. **If you do not know ask the shop supervisor or other shop personnel.**

### How do accidents happen?

Inattention, taking chances, horseplay, bad judgement, fatigue, failure to follow instructions, improper clothing, defective tools, etc. cause accidents.

### To help avoid accidents:

- Strictly follow the safety rules.
- Cooperate with and follow any additional instructions given to you by the supervisor or other shop personnel.

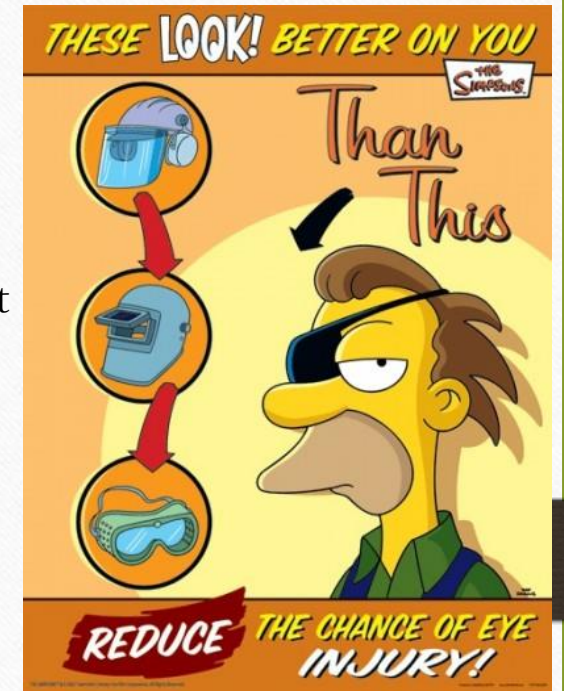


**General Shop**

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**Safety Rules**

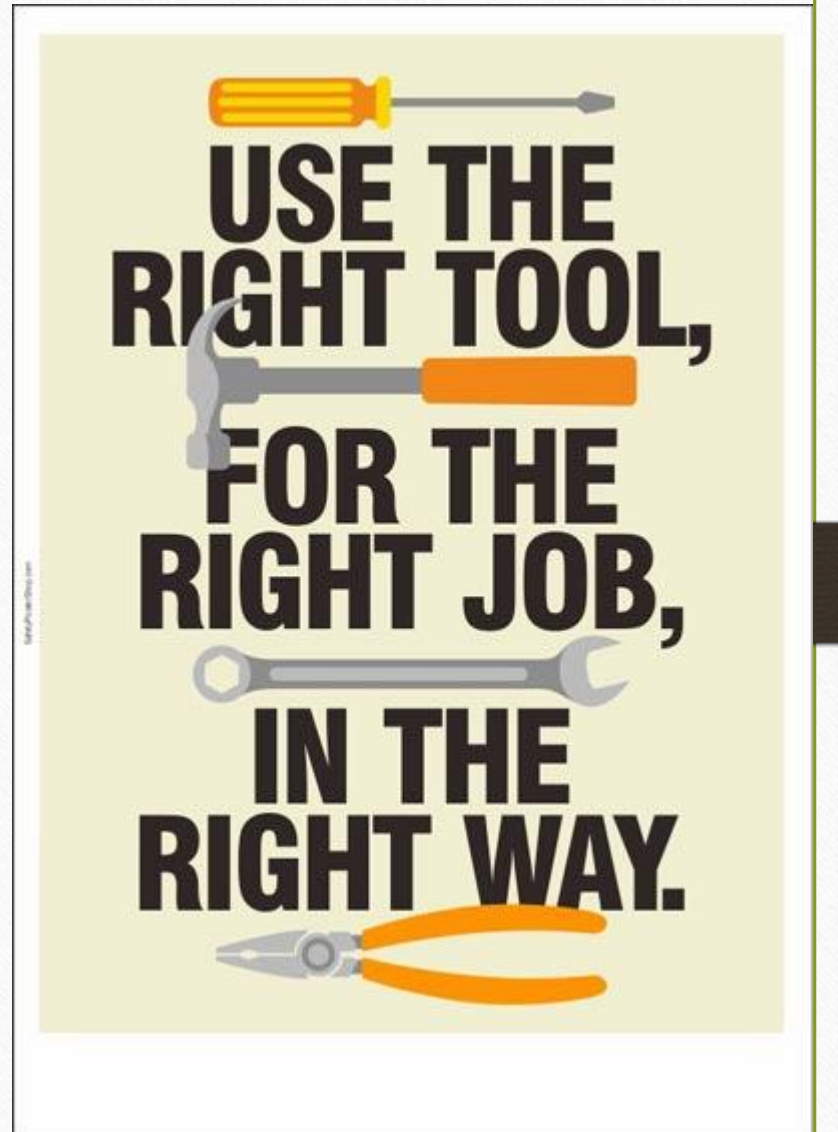
- Safety Glasses, Goggles or Face Shields are **required** in any shop area whether working or not !! Lab spaces may also require PPE – check the door signs before entering!
- No bare feet or open toed shoes. Footwear must cover the entire foot.
- No dangling jewelry, loose clothing, ties, hoodie strings, or loose long hair – nothing that can get caught in moving or rotating machinery. Long pants may be required.
- No headphones. You need to hear what is going on in the shop.
- Be aware of your surroundings at all times. If you see someone committing an unsafe act, report it to the supervisor or shop personnel immediately.
- **Do not** operate any shop equipment unless you are familiar with its operation and authorized to operate it. Ask the supervisor or shop personnel if you have any questions.
- All injuries **must** be reported, no matter how minor. First aid is available in the shop for minor cuts and scrapes. Anything else will be referred to the paramedics.
- Know the emergency phone locations in case you need to call for help. (911)





- No working alone! Always have someone else there to go for help in case of an emergency.
- No gloves or rags near moving machinery. They can easily be caught in machines that are in motion and pull you into the equipment.
- No food or drinks are allowed in any shop or lab space.
- Broken tools and/or damaged or incorrectly operating machinery **must** be reported immediately to shop supervision. Hiding broken tools only slows the replacement of that tool so it won't be there the next time you need it.
- All work pieces **must** be clamped securely before you cut, drill, or otherwise work on them.
- Maintain a safety zone around any moving equipment. Keep your hands at least 12 inches away from any moving parts.

- Be aware of all the sharp edges in the shop. Tools, materials, etc. are all very sharp – use caution when handling them!
- **Do Not** work in the shop if you are **tired, upset, drugged,** or in a **hurry!**
- No horseplay is allowed in the shop!
- Get help from supervision for lifting or moving any heavy tools, materials, or equipment.
- Think through the entire job before starting.
- Do not rush or take chances. Obey all safety rules.
- Keep the work area clean and orderly. Put away all tools when you are done.



Access to the Design Studio (rooms 109 and 134), and the Student Machine Shop (room 104) now requires using the card reader at each door.

Every person entering these rooms are required to badge in separately.

The door will not unlock if you haven't taken the Safety training and passed the annual quiz.

These rooms are now equipped with cameras to prevent unauthorized access and improve overall safety.

There are 2 cameras in room 134, 1 in room 109, and 4 in room 104.

Holding the door open so others can enter or propping the door open are prohibited, and will result in the loss of your shop privileges.



# Safety and Professional Behavior

- The first responsibility is personal safety.
- The second responsibility is the protection of others.
- The third responsibility is the protection of University property.
- Always have respect for the Staff and University property.



# Confirmation Code:

Clean Up After Every Use

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You will need this code in order to take the safety quiz

(Note that confirmation codes may change daily)