BASIC SHOP RULES

When any machine tool or other shop equipment is IN USE, everyone in the shop must follow these rules:

- No loose hair or clothing—tie up long hair! Roll up sleeves when working near rotating equipment.
- No jewelry (watches, rings, necklaces, dangly earrings).
- No food or drink in vicinity of equipment.
- No alcohol or drugs in the shop.
- No horseplay.
- No use of shop outside of shop hours (as specified for each shop).
- Wear appropriate clothing (with few exceptions, long pants and closed-toed shoes).
- Wear safety glasses in the vicinity of operating equipment. Wear other appropriate Personal Protective Equipment (PPE) based on shop- and machine-specific rules.
- Keep aisles, exits and access to emergency equipment clear.

In addition, people USING shop equipment must follow these rules:

- Only use equipment on which you have been trained!
- Remain near equipment while it is running.
- No use of headphones/earphones.
- No use of cell phones.
- No use of equipment when under the influence of alcohol, drugs, or prescription/over-the-counter medications that may make it difficult for you to concentrate.

RESPONSIBILITIES FOR EMPLOYEES AND STUDENTS USING SHOP EQUIPMENT

- Comply with the basic shop rules indicated above, along with any shop-specific rules.
- Comply with equipment-specific procedures.
- Report any incidents or problems to the shop supervisor.

FOR OBSERVERS

If untrained persons are in the shop, they must be informed of these basic safety rules before observing use of equipment.