

D-Lab Shop Rules 2015-16

Jack Whipple, Workshop Manager; 617.792.0947, whipple@mit.edu

Safety is the top priority. You are responsible.

Working in a shop has manageable risks. These rules are provided for the safety and productivity of shop users. Failure to comply may result in revocation of shop privileges. Shop staff desire to assist compliance.

Never work alone.

Safety glasses are worn at all times.

Plan to be in the shop

Clothing

Shoes: Wear shoes or boots, no open toed shoes.

Use best practices to avoid injury with power tools

Be trained, Jack is employed for that purpose.

Know which parts move, which are stationary, and which are sharp.

Adjust your attire:

Wear safety glasses.

Remove or secure entanglement prone items such as:

Long hair, long sleeves, hoodie pulls, necklaces, gloves, neck ties, long beards, etc.

Manage risk with good practice:

Secure workpieces and tooling before starting.

Use machine guards.

Run machines at recommended speeds.

Keep fingers, hands, etc. away from moving parts with push sticks & brushes.

Listen to machines for warning sounds like groaning and shrieking. Tag a machine "Out of Service" and inform the Jack if it's misbehaving.

Do not become distracted when using a machine.

Make sure machine is off before leaving it

Maintain safe conduct to avoid injury

Watch out for others:

Ensure other shop users do not forget safety glasses.

Watch where your tool may go if it slips. Do not aim at another shop user.

Arrive rested. If you become fatigued, take a break.

Avoid rushing. Start early.

Avoid distracting machine and tool users.

Use the fume hood for noxious chemicals.

Maintain a safe shop environment to avoid injury

Hazardous materials require special handling and disposal. Ask Jack for help.

Broken machines and tools need Jack to be informed about them.

Shop doors need to remain closed.

Deburr sharp and splintery edges.

Clean up spills immediately.

Minimize tripping hazards.

Share the shop so we all use it efficiently

Leave the shop in better condition than you found it.

Clean up as you go.

Put your tools and materials away in the correct place as soon as it makes sense.

Pay careful attention to maintaining fastener organization.

Maintain clear aisles.

Store project materials in provided bins, make sure no tools are in bins. Make sure bins have name and email address, or contents will be thrown out.

Use disposable gloves and paper for adhesives, scrape off and dispose of extra glue.

Clear and sweep workbenches.

In the event of an emergency

Call for help. Know where the shop phone and first aid kit is.

Know where the fire extinguishers are.