

University of Delaware

Student Machine Shop

Safety Rules

- You must ask the machinist every time you wish to use a machine in the shop or borrow a tool.
- Eye protection is required.
- No bare feet or open-toed shoes allowed. short pants are not allowed in the shop.
- Jewelry, loose clothing, or loose long hair are not allowed in the shop.
- No cell phone use in the shop. Please step outside the shop to talk or text on your phone.
- No headphones. You need to be able 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 immediately.
- All injuries must be reported, no matter how minor they are. First aid is available in the shop for minor cuts and scrapes. Anything else will be referred to the paramedics.
- Emergency phones are located in the supervisor's office and in the hallway outside the shop door.
- There is an eye wash and safety shower station in front of the supervisors office door.
- Know the fire extinguisher locations. There are 3 in the shop: on the back wall by the roll-up door, next to the side door by the sink, and on the front wall in the welding area. There are also Type-D extinguishers (for burning metals) on the workbench near the milling machines and on the back wall near the lathes.
- In the event of fire alarms or other evacuations, the meeting place is the alley between Spencer Lab and DuPont hall.
- Flammable materials must be kept in the flammables cabinet.
- No working alone in the shop. A student was killed at Yale University because she was working alone and her hair got tangled in a lathe. Always have someone else there to summon help in case of 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 the shop.
- Broken tooling and/or damaged or incorrectly operating machinery must be reported immediately to the supervisor. 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. This will prevent the work from being lifted up or spun by the cutters.
- 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, parts and chips are all very sharp. Use caution when handling them! Cut-resistant gloves are available.
- Use chip pullers or chip brushes to remove chips, as chips are sharp and hot. Do not use your hands to pick up or move chips!
- Do not leave chuck keys in the chucks of lathes, drill presses, or milling machines. The chuck keys can be thrown out with great force when the machine is turned on. This also applies to wrenches used to tighten tools into the spindle of the milling machines.

There is a "3 strikes and you are out" policy for safety and housekeeping violations.