

## Machine Shop Use Application

\_\_\_\_\_  
Applicant's Full Name (print clearly)

\_\_\_\_\_  
Student ID/ Email Address (print clearly)

\_\_\_\_\_  
Project Name/ Class (print clearly)

### Machine Shop Safety Rules

Everyone using the Machine Shop is required to abide by the shop rules; however, these rules are not a substitute for prudent caution and common sense. Safety is everyone's responsibility and our first priority.

1. Do not operate any machines/ equipment if untrained and unsupervised, or unsure about proper safety procedure.
2. If unfamiliar with the safety protocols and/or how to use a machine/ equipment, consult the handbook and/ or get help.
3. Wear eye/ear protection, closed toe shoes and required safety gear all the time.

4. Proper work environment must be/ have-
  - Proper lighting, adequate ventilation, access to phone for emergencies, access to fire extinguishers, clean & uncluttered
5. Do not work if impaired by drugs, alcohol or fatigue.
6. Do not leave any machinery/ equipment running unattended.
7. Remove or secure anything that might get caught in the machinery, including hair, clothing & jewelry
8. Do not remove guards and safety devices when using machines/ equipment.
9. Clean up after yourself.
10. Emergency procedures-
  - General emergencies (fire, health, security, etc), call ext. 222 (DPS)
  - Spills and low emergency hazard, contact the Machine Shop staff
  - Specific emergency procedures are associated with certain eqpt. Be aware and prepared to act

### Applicant

I am aware of the safety rules, operating and emergency procedures for the equipment I will be using. I have read the **General Safety and Security Rules** and have gone over the **Health and Safety Consideration Checklist** with my advisor or supervisor. I will return tools and unused materials to storage and will keep and leave my work area clean, safe and uncluttered.

I understand that I am fully responsible for all of the items (equipment, tools, instrument, projects, etc) I checked out with the machine shop or School of Engineering, or other groups/ individuals in my authorized work environment. I hereby assume full financial responsibility for these items (abuse, neglect, misuse, loss, theft). The extent of liability for each case shall be determined by the School of Engineering.

I understand that the Machine Shop staff may dismiss or remove my authorization to enter and use the Machine Shop anytime, if I do not abide by the rules, and that the equipment in the Machine Shop may be dangerous if handled incorrectly, and take full responsibility of my actions.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

### Faculty/ Advisor/ Supervisor

- I would like this student/ staff to be an Authorized User of the Machine Shop
- I went over the Machine Shop safety rules and the importance of following them to the applicant

\_\_\_\_\_  
Faculty/ Advisor/ Supervisor Signature Over Printed Name

### Machine Shop Staff

- Applicant reviewed the basic safety rules and has been added as an Authorized User for the dates indicated below

\_\_\_\_\_  
Machine Shop Staff Signature/ Date

\_\_\_\_\_  
Authorization Start and End Date