WSE Manufacturing: Safety Rules

1. Eye protection or face shields are required when working in the shop: A selection of protective goggles and safety glasses are available in the shop.

2. All injuries must be reported to the Site Safety Officer (Niel Leon) immediately.

3. No bare feet or open-toed sandals allowed in the shop. Long hair must be tied back, long sleeves must be cuffed or rolled up, and loose jewelry must be secured when working on machinery.

4. No food or drink allowed in the machine shop area.

5. Do not work alone in the shop. We use the “buddy system” so that someone is present in the shop to summon help in case of an accident. That person must have access to the machine shop.

6. Ensure the safety of yourself and others by being aware of your surroundings. If you see someone committing an unsafe act, report it to the supervisor immediately.

7. If you break a piece of tooling or discover broken tooling or machinery that is not operating correctly, notify the shop supervisor immediately. Everyone must comply with this rule in order to prevent injuries caused by broken or malfunctioning equipment. Hiding or concealing broken tooling only slows the replacement of that piece of tooling. It will not be there the next time you need it if you neglect to tell the supervisor that you broke it.

8. You may not wear gloves while operating machinery. Holding objects with a rag near moving machinery is not permitted. Gloves, rags, etc. can easily be caught in machines that are in motion, pulling the operator into the equipment.

9. Securely clamp down all work pieces in drill press and milling machines. This will prevent work from being lifted up and/or spun around with the cutters. Use all guards that are available and be wary of points of contact with rotating cutters and chucks.

10. Use push sticks provided or another approved method for keeping fingers away from moving blades on band saws.

11. Use a vacuum cleaner when machining non-metallic substances (e.g. macor, micarta, phenolics, etc.). This will help control air-borne dust.

12. Do not machine, grind or cut any radioactive or other solid toxics (such as beryllium and asbestos) in the shop.
13. Do not leave keys on chucks of lathes, drill presses, and milling machines. The key can be thrown out with great force when machinery is turned on. This also applies to wrenches used to tighten the cutting tools into the spindles of the milling machines.

14. Use a brush or wooden dowel to remove chips from the machining area. Chips can be very sharp and are often hot.

15. Clean up the work area using brush and dustpan.

16. Do not use compressed air to blow chips off machinery as this drives chips between the machine ways and scatters them about the shop. Vacuum the machine and sweep the floor area of any remaining chips.

17. Clean and replace tools where you found them. The toolboxes and cabinets are organized according to the character of their contents. People expect to find tools in their usual locations and it is important that you return everything to where it belongs when you’re finished using them.

18. Do not attempt any unfamiliar operations. When in doubt, seek advice and help from those more experienced in the operation.

19. Follow guidelines posted on the individual pieces of equipment.

20. In order to prevent injury to you and damage to the equipment, do not Attempt to overload the capabilities of the machinery.