Safety Rule Number One

Safety glasses must be worn in the shop!
Other Important Shop Safety Rules

• Wear closed toe shoes – no sandals!
• Wear long pants – no shorts!
• Remove rings, watches, bracelets, necklaces etc.
• Long hair must be tied back.
• When using rotating machinery, make sure clothing (sleeves etc.) cannot become entangled in machine.
• Other rules apply to specific machines
• No horseplay!
Basic Shop Policies

Project Requirements

• Bring two copies of your drawing that have been signed by your advisor. Drawings can be hand drawn or drawn using a drawing program (AutoCAD, SolidWorks etc.), but must have a title block similar to the standard template (available on the Student Shop website)

• If the project is not for a credit course, you must bring a valid charge form to cover the cost of using the machinery ($10/hr.).
Basic Shop Policies

Machine Use

• You must ask the machinist in charge every time you wish to use a machine.

• After setting up your job in a machine, contact the machinist in charge to check your setup, speeds and feeds.

• After using a machine, clean it up better than you found it. Report a dirty machine to the machinist when you begin using it.
Basic Shop Policies

Tool Storage

All tools, cutters and accessories should be returned to their proper place after use, however in some cases the student may not be aware where the tool belongs. Ask the machinist in charge where to put it. If the machinist is busy or unavailable, it is sometimes acceptable to put the tool on the end of the office desk near the door.
Basic Shop Policies

Borrowing Tools

It is permissible to borrow some tools for use outside the shop. Follow these three steps:

1. Ask the machinist if you can borrow that tool.

2. Sign out the tool on the sign out sheet near the office door.

3. Tell the machinist that you have returned the tool, and sign the tool back in on the sign out sheet.
Basic Shop Policies

Injuries

1. Report all injuries, no matter how minor, to the machinist in charge.
2. The machinist will arrange for appropriate medical treatment.
3. An accident report will be filled out.
Shop Resources

Steps to qualify to use the Student Machine Shop

1. Watch this presentation.
2. Attend the General Shop Demo in the Student Machine Shop.
3. Take the Basic Shop Safety Test on the EH&S online training site and score 100%. 
Shop Resources

What tools and machines will you be allowed to use after completing this training?

1. All common, non-power hand tools (wrenches, hammers, handsaws, measuring and layout tools, taps and dies etc.

2. Portable power tools like drill motors, jigsaws, circular saws etc.
What tools and machines will you be allowed to use after completing this training?

The Vertical Bandsaw
Shop Resources

What tools and machines will you be allowed to use after completing this training?

The Horizontal Bandsaw
Shop Resources

What tools and machines will you be allowed to use after completing this training?

The Pneumatic Shear
Shop Resources

What tools and machines will you be allowed to use after completing this training?

Drill Presses
Shop Resources

What tools and machines will you be allowed to use after completing this training?

Stationary Belt Sanders
Shop Links

Where does one find more information?

Engineering Student Shop Webpage:
http://www.engr.udel.edu/shop/student/index.html

or

E-mail:

sbeard@udel.edu