

# **BASIC SHOP RULES**

**Never work alone** - and a Supervisor or Monitor must be present at all times for undergraduates.

**Safety glasses** - must be worn at all times in the shop. Some operations and equipment may require additional personal protective equipment.

**No loose clothing** - may be worn in the shop, including ties, scarves, and loose sleeves. Open-toed shoes, sandals, short pants, or skirts are also prohibited.

**Remove jewelry** - before beginning work, including rings, necklaces, bracelets, and watches.

**Long hair** - must be pulled back and secured and contained; long beards must also be contained.

**Aisles, exits, and access to emergency equipment** - must be kept clear at all times.

**Cell phones** - mp3 players, and other personal electronic devices must not be used when working at any machine. Loud music is prohibited.

**Food and drinks** - are permitted in designated areas only.

**Everyone must be trained** - on individual machines/equipment before they are allowed to work on them. Training must be documented. Undergraduates must have Monitor/Supervisor approval to operate powered equipment.

**All guards and shields** - must be secured and in place prior to operating equipment.

**Compressed air** - must be limited to 30 psi for cleaning parts and must not be used to clean skin or clothing.

**Do not use damaged equipment** - or equipment that does not appear to be operating normally. Tag it as out-of-service and report the issue to the Supervisor or Monitor.

**Immediately report** - all problems or concerns to the Supervisor or Monitor.

**Supervisors and Monitors** - have full authority over the shop and its safe use, including the responsibility, authority, and obligation to prohibit shop or tool access for the safety of an individual, others in the shop, or the equipment.

## **EMERGENCY CONTACTS      9-1-1 MEDICAL, POLICE, FIRE**

520-621-8273 UA Police

520-621-1790 UA Risk Management Services

520-621-6490 UA Campus Health (NW Corner Highland & Sixth St)

520-621-6493 UA Campus Health Triage Nurse (line checked at least hourly)

520-570-7898 UA Campus Health – Off hours urgent medical advice

520-694-7547 UMC University Medical Services Emergency Room