

Padnos Shop Guidelines of Use

1. Never use any shop equipment without proper training and written consent of the Shop Supervisor or other designated individual.
2. Never enter the shop outside of posted operating hours, unless authorized or accompanied by authorized faculty or staff. Each shop will post operating hours and emergency contact information.
3. Students shall not work alone with power equipment in shops. Faculty and staff users are not permitted to work alone during procedures involving highly hazardous chemicals, procedures, or equipment (i.e.: anything that could cause severe injury or death).
4. Wear proper safety equipment and appropriate protective clothing. Safety glasses are required to be worn by all shop occupants during processes that may generate flying particles. Open-toed shoes and loose fitting clothing are prohibited.
5. Tie back long hair and remove objects such as jewelry that may become caught in a machine. Portable music devices with headphones are prohibited.
6. Follow all posted signs and safety procedures for each piece of equipment.
7. Never disturb a person while operating machinery, except in an emergency.
8. Ensure all guards are in place and operating properly prior to operation.
9. Keep work areas clean and uncluttered.
10. Alert shop supervisors of any malfunctioning equipment.
11. Never leave a machine while it is running.
12. Report all injuries to shop supervisor.
13. Please be advised that working in the shop is inherently dangerous. Students and other individuals not on University payroll will be responsible for their own medical expenses arising from treatment of an injury.

I have read and I understand all safety guidelines above.

Shop User Printed Name

Shop User Signature

Date

Emergency Contact information

Name

Relationship to you

Phone number

Tool Use Signoff					
General	Initial and Date	Wood Shop	Initial and Date	Metal Shop	Initial and Date
General Guidelines		Band Saw		Grinding	
Hand Tools		Drill Press		Milling	
Power Hand Tools		Lathe		Welding	
Cleaning		Table Saw		Lathe	

Shop Supervisor

Date