

Faculty Machine Shop Users' Rules

The following rules cover basic safety rules for student and researcher use of machine tools in the Faculty workshops.

1. Users are required to wear full length pants; persons wearing shorts or skirts in the shops will have to leave.
2. Shop users must wear closed toed footwear and full length socks to prevent burns and cuts.
3. Safety glasses must be worn throughout the shop.
4. Long hair must be tied back.
5. Use of headphones is not allowed in the shop.
6. Cellphones and iPads are not to be used (closed) in the shop.
7. Users will not use equipment with which they are not familiar and which they have not been trained to use by a machinist/toolmaker technician.
8. Users, on entering the shop, will present themselves directly to the technicians so that we are aware that they are there.
9. Students and researchers will work in the presence of and under the supervision of the machinist/toolmaker technician.
10. Working alone without a technician is not allowed.
11. Food is not permitted in the shops.
12. Materials, calculators, tools will not be placed on top of machines into which they can fall during machine operation.
13. Coats and bags will be stored outside of the shop, away from machinery.
14. If there is a deficiency or mechanical problem with any machine, it must be brought to the immediate attention of a technician who will assess the problem. In the meanwhile, the user will turn off the machine.
15. Students requiring tools and materials must ask the supervising technician. They cannot help themselves to tooling and materials.
16. Access to various machines depends on which level of training the user has received. Example: if a student has taken only module 1 training, she/he can access drill presses, band saws, tapping machine, belt sanders, bench grinders, layout tools, and hand tools. If she/he has taken module 2, access includes use of lathes. Module 3 gives users access to milling machines.



17. Users will maintain courteous behavior towards both their peers and supervising technicians.
18. Users will defer to the expertise of technicians in questions of safety if technicians see a potentially unsafe situation.
19. Users will receive an initial warning about unsafe behavior. A second safety violation will entail the user being asked to turn off the machine and leave the shop.

I, _____, have read and understand the rules above and agree to abide by these.

Signature: _____ Date: _____

Jamil Ahrum, Faculty Workshop Manager, Faculty of Engineering, McGill University