



Hazardous Processes CMU Student Shop Safety Rules

Never work alone. A shop manager, monitor or partner must be present at all times.

Training and approval is required to operate any power equipment.

Appropriate personal protective equipment must be worn at all times. This includes safety glasses or goggles, gloves for sheet metal, and appropriate shoes and clothing.

All appropriate guards and shields must be secured and in place prior to operating.

Inspect equipment. If equipment does not appear to be operating normally, report the issue.

Before beginning work:

- **Secure loose clothing.**
- **Remove all jewelry** before beginning work.
- **Secure long hair** so it cannot come in contact with machinery. This includes beards.

Aisles, exits and access to emergency equipment must be kept clear.

Food and drinks are permitted in designated areas only.

Compressed air must not be used to clean skin or clothing.

Stop any person you see working unsafely if it is safe to do so. Report unsafe practices.

Shop managers and monitors have full authority to prohibit shop or tool access and/or use.

Do not distract others and concentrate on your task. Distractions are forbidden.

Personal electronic devices such as music players, cell phones, earphones, etc., must not be used when working at any machine. Loud music is prohibited.

Attend all running machines. Never leave a running machine unattended.

Never work impaired. You must be alert at all times.

Health, safety or other concerns? Notify the shop manager if you have health concerns that could impair or limit your ability to work safely (seizures, physical limitations, medication, lack of sleep, illness, etc.).

Obey and adhere to all additional local shop rules.

Report all injuries and accidents to the shop manager.

If you have questions or process deviations, contact your shop manager.