

# **Rowan University General Machine Shop Safety Rules**

- Safety glasses with side shields are to be worn at all times while you are in the designated shop area. Safety glasses must be worn regardless of whether you are the individual operating the machine. Some operations and equipment may require the use of additional PPE.
- No loose clothing may be worn in the shop work area. This includes including clothing with drawstrings, ties, scarves, loose sleeves, etc. Open-toed shoes, short pants, or skirts are also prohibited. Any jewelry that could potentially become entangled must be removed before working with a machine.
- Long hair must be tied up and secured, or tucked into a hat or hairnet. Long beards must also be tied back securely.
- Cell phones and other electronic devices are a distraction and are prohibited from use while operating any machine.
- Always obtain the appropriate training and approval to operate equipment prior to use. Never attempt to operate a machine that you have not been trained and approved to use or that you do not feel completely comfortable with.
- All machine guards and shields must be fully functional, secured, and in place prior to operating equipment.
- Never use damaged equipment, equipment that has been tagged out of service, or equipment that does not appear to be operating normally. Immediately report defective machinery so that repairs can be made.
- Aisles, exits, and access to emergency equipment must be kept clear at all times.
- Food and beverages are permitted in designated areas only.
- Never attempt to operate machinery when you are impaired, tired, sick, rushed, or distracted. Always maintain your full focus and attention to the operation of the machine.
- PI's, Technicians, and Laboratory Safety have full authority over the shop and its safe use, including the responsibility and obligation to prohibit shop or tool access for the safety of an individual, others in the shop, or equipment.
- Always familiarize yourself with and understand the rules and procedures specific to the shop and the machinery that you will be working with.



**Rowan University**

ENVIRONMENTAL HEALTH & SAFETY