

BSE Shop Rules

Failure to follow these rules will result in a strike against the offender

- The BSE Shop is for use only by current BSE students and staff or students associated with BSE activities.
- You may not work in the shop without having an up to date Shop Safety Agreement form on file with Kody and Pam. This form must be completed annually.
- Training of tools and machines MUST be conducted by the shop supervisor. Students are not allowed to train other students on machine and tool use.
- All accidents, including minor injuries, and all hazardous conditions are to be reported immediately to the shop supervisor.
- For serious emergencies, call 911.
- You are not to operate any machines or tools that you have not been authorized to use by the shop supervisor.
- Two people are REQUIRED to be in the shop at all times! The shop is defined as the section of the building from the west end of the building to the east wall of room 140A. Both parties present should be familiar with the emergency power switches for the machines in use.
- Safety glasses are required at all times
- Shop appropriate clothing must be worn at all times. This includes:
 - Shirt with sleeves
 - Full length pants
 - Closed toe shoes
 - Long hair must be up in a bun
 - DO NOT wear jewelry
 - DO NOT wear loose fitting clothing
 - DO NOT wear dangling items (hoodie drawstrings)
 - Gloves should be worn when working with sheet metal (room 140)
 - Gloves should NOT be worn when working in room 140A (rotating machinery)
- Ear protection is required when operating loud tools such as hand grinder, working in the wood shop, etc.
- Wear a dust mask while grinding and painting
- A face shield (in addition to safety glasses) is required when operating a right angle grinder or belt grinder
- Horseplay of any kind is forbidden
- Use the ventilated paint booth for spray painting parts
- Never leave the chuck key in the mill, lathe or drill press.
- Use clamps to secure work pieces to the drill press and mill tables
- Report broken or damaged tools to the shop supervisor. DO NOT put dull or broken tools back into storage.
- Return tools to their appropriate location upon completion of a job.
- Clean up your work area (table, workbench, machine and floor) upon completion of a job.
- Do not use compressed air to clean off machines, use brushes and vacuums to clean machines
- Machine guards must be in place at all times
- Tools are to be used only for the purpose for which they are designed
- No tools are to be removed from the shop without authorization from the shop supervisor.
- Do not put any cleaning product, solvents, oils, acids or paint thinner down the drain.
- Use Oil-Dry for oil spills and similar spills. Clean up area after oil is absorbed and discard in the "Used Oil-Dry" container. DO NOT put in trash.
- Do not leave a machine until it has come to a complete stop.
- NEVER leave a machine running unattended.
- Use pliers to remove long stringy type of chips from the lathe or mill. Do not use your hands
- Always stop the machine to make speed or feed changes that require the shifting of a gear lever. **NOTE:** Changing the speed on the drill press requires the machine to be running before adjusting the speed lever.
- Keep aisles clear and maintain unobstructed access to all exits, first aid kits, fire extinguishers and electrical panels.