

## Module I: Innovation Shop Rules and Safety Requirements

The Innovation Shop Facility is located in Room 107, Engineering West Hall. It is available for use during operating hours by Students, Faculty, and Staff in the School of Engineering for class and research related projects. Accessible and use of tools and equipment by an individual is authorized by successful completion of the Shop Safety Requirements and related training modules.

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Student: Last Name, First Name (Printed)

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Student V#

Machine Shop staff members on duty have the authority to dismiss a student, faculty or staff from the shop for failure to follow any of these rules or any behavior that the staff member deems to be unsafe. Failure to obey these rules may result in permanent loss of Innovation Shop privileges. Non-qualified students found operating equipment will be barred from the Innovation Shop.

*Please check near each number indicating that you have read the statement and that an Innovation Shop staff member has explained it to you.*

### Use of Shop

- 1. Every person who wishes to use the Innovation Shop must have completed Modules I and II of the SoEgr Innovation Shop training.
- 2. No person is allowed to use any tool or machine unless Innovation Shop Supervisor is present and the equipment is being used during designated operating hours within the Innovation Shop.
- 3. All persons using the shop will sign in at time of entry and sign out at time of exit on the *Innovation Shop Visitation Log*.
- 4. You must thoroughly clean each machine that you have used when you are finished. In addition, all tools and machines used by an operator must be returned to their proper place in a undamaged, functioning, and clean order. (Make sure to take into account the time required to clean the machines that you will use.)
- 5. Report any unauthorized persons to the Innovation Shop staff member on duty immediately.

- 6. Report any damaged machinery. Users will be held liable for the abuse of any machine. Any non-reported damage will be assumed to have been caused by the last user.
- 7. Research and class projects can only be stored in designated areas AFTER completing a *Project ID Form*. Large, oversized projects may not be able to be accommodated in the Innovation Shop. VCU, the School of Engineering, and Innovation Shop staff are not liable for any damage or loss that occurs to projects left in the Innovation Shop.
- 8. Do **NOT** remove tools or equipment from the Innovation Shop.
- 9. Do not accept deliveries from the loading dock.
- 10. Do not allow any other person access to the machine shop under any circumstances.

### Shop Safety Rules

- 1. Eye protection is provided and must be worn at ALL times when in the Innovation Shop area. NO EXCEPTIONS.
- 2. Know the location of the First Aid Kit (Northwest corner, above sink).
- 3. Know the location of the fire extinguisher and how to operate it (Near each door)
- 4. Know the location of the phone. (Black workbench on the north wall, next to sink)
- 5. Long hair must be restrained above the shoulders.
- 6. Ear protection shall be used when loud machines are going to be used. Others in the shop must be notified of the disturbance before you begin working.
- 7. Only persons directly involved with projects/ those actively working are allowed in the shop (ie. No “hanging out” or loitering.)
- 8. Horseplay or intentional distractions of those working is NOT permitted in the shop at anytime.
- 9. Opened toed shoes are NOT allowed in the shop. Steel toed shoes are highly recommended.
- 10. NEVER WORK ALONE.
- 11. Do not use any tool for anything other than its intended purpose.
- 12. Do NOT under any circumstances remove or alter a Lockout Tag that is not your own.
- 13. All injuries requiring more than First Aid will be reported immediately to the

Innovation Shop staff member present. An *Injury Report Form* must be completed for every incident.

- 14. No electrical or control panel should be opened under any circumstance.

**Equipment Safety Rules**

- 1. Power equipment must be stopped before making any adjustments or measurements.
- 2. Securely clamp down/restrain all materials before performing machining operations.
- 3. Never leave a machine running unattended.
- 4. No jewelry or gloves will be worn while working on machines.
- 5. Never start or stop a machine for someone else.
- 6. Do not attempt to handle material chips created from machining operations with bare hands.
- 7. Do not use compressed air to remove chips from a machine, use brush, hook, t-slot scraper or cloth.

**Maintenance/Upkeep of Shop**

- 1. Floors must be kept clear of scrap metal and large accumulation of chips.
- 2. Clean-up all spills immediately.
- 3. Tools must be returned to the appropriate storage container in a clean, orderly, and operational state.
- 4. When you are completed your task on a machine or in an area, review the area and clean for the next user.

I have read and I understand the above rules and agree to abide by them.

Student's Printed Name: \_\_\_\_\_

Signed Name: \_\_\_\_\_ Date: \_\_\_\_\_