

Maritime College Engineering Department Administrative Policy

Title: Safety Issues for ENGR503 and ENGR504

No. 08-02

Date: 02.05.2008

1. This policy supercedes Policy 04-01, which is hereby retracted.
2. Students will not be admitted to the lab unless wearing a boiler suit and steel-toed shoes. The boiler suit will be properly worn and the shoes will be properly tied at all times. Students violating these rules will be required to leave the lab for the remainder of the day.
3. Students will wear safety glasses from the time they enter the shop door until the time that they leave the shop. There will be no exceptions, and students violating these rules will be required to leave the lab for the remainder of the day.
4. The use of safety glasses apply equally to the instructional staff - we know that we must lead by example.
5. A chuck key found in a lathe chuck without the student's hand on the chuck key will result in the student being required to leave the lab for the remainder of the day.
6. Every lathe and other machine tool used by the student, and the adjacent floor area, will be clean of chips and oil at the end of the class. Failure to leave equipment properly cleaned will result in the student being dismissed from the subsequent lab period.
7. Welding and burning requires all participants to wear proper eye and hand protection.
8. Butane cigarette lighters and similar devices are not permitted in the machine shop lab or in the welding lab. They may be checked at the instructor's desk when entering the shop, and retrieved when the class ends.
9. No student is to be allowed to work in the shop without an instructor physically present in the lab space.