University of Tulsa
Department of Mechanical Engineering

First Name:_____ Last Name:_____ TU ID: _____

Class (Circle One): FR SO JR SR MS Ph.D. Post-Doc Staff Faculty Other:_____

Safety Rules

		Initials
1	Always work with someone else. Never work alone.	
2	Identify and understand all sources of energy associated with shop tools and materials (kinetic, potential, chemical, electrical, thermal). Understand how to safely avoid the unintentional release of energy before working with any tools or machines.	
3	All work must be for a school project. Shops are not available for personal use.	
4	Horseplay is absolutely forbidden.	
5	All work areas should be kept clean and uncluttered.	
6	The floor shall be kept free from debris and liquids.	
7	Any spills should be cleaned immediately. For emergency spills or releases that are injury threatening or potentially explosive, call Security (918 631 5555) and evacuate.	
8	Cords and hoses that are tripping hazards should be controlled with trip guards or tape.	
9	Never place any object within 3 ft of the electrical service box area.	
10	Never use a machine or tool unless you know how. Always seek assistance if you are unsure how to operate a machine. *Certain machines require special permission and training*. These include but are not limited to the Haas mill and lathe, Bridgeport mill, all band saws, all welders, and the plasma cutter.	
11	Any hand held power tool should be unplugged when not in use.	
12	Do not use compressed air for cleaning anything, including parts, tools, clothing, or skin.	
13	Secure work pieces with clamps or a vice to keep them from moving.	
14	Keep all body parts away from cutting edges and moving parts. Never lean on a machine or reach your hand inside a machine while when it is running.	
15	Do not try to repair equipment unless you have been trained. Contact Mike Teal (918 631 2240) for any repairs or requests involving electrical systems above 24 volts. Follow lock-out/tag-out procedures to prevent unauthorized energizing of tools.	
16	Use tools only for their intended purposes.	
17	Use caution when handling material. Freshly machined material can be sharp and hot.	
18	Appropriate personal protective equipment must be worn whenever any tool is being used or any other potentially hazardous activity is being conducted. Whoever is working on a project must ensure that everyone in the room is wearing their safety goggles and other personal protective equipment. See page 2.	
19	Do not remove tools from the shops.	
20	Do not operate machines with any guards removed.	
21	Any shop visitor must adhere to these rules and the escort shall ensure compliance.	

Emergencies: Call **9 911** from a campus phone.

Or, call **911** and then **918 631 5555** (TU Security) from your cell phone.

Shop Dress Code

		Initials
1	Closed-toe shoes are always required in the shops. No sandals or flip-flops are ever allowed.	
2	Full grain leather footwear is required when welding.	
3	Long pants are required when working in the shops.	
4	ANSI Z87.1 approved eye protection must always be worn whenever tools are being used. The person using the tool must ensure that everyone in the lab has proper eye protection. Typical prescription glasses are insufficient as safety glasses.	
5	Loose clothing and jewelry should not be worn in the shops. Neckties, necklaces, lanyards, rings, bracelets, wristwatches and other loose articles should be removed.	
6	Long hair must be tied back and tucked into the collar of the shirt.	
7	Heavy work gloves should never be used in close proximity to moving machinery.	
8	Steel toed shoes should be used when working with heavy or awkward material.	
9	Hard hats and steel toed shoes shall be used when operating an overhead chain hoist.	

Mechanical Engineering Shops

Shop Name	Location	Hours of Operation	Access Privilege
North Campus Machine Shop	North Campus	7:30-4:00 M-F No student or faculty access after hours	Terry Hutson or Dave Jones
Mechanical Engineering Projects Laboratory	Stephenson 1140	24 hours	Swipe card access – authorized students only
McElroy Prototyping Laboratory	Stephenson 1090	9:00-4:30 No student access after hours	Key access for Mechanical Engineering faculty and staff only
Joe's Garage	1207 S. Harvard	24 hours	Key access for faculty, staff, and research assistants only
Model Lab	North Campus	24 hours	Door combination lock – authorized students only

TU Policies

TU Policies regarding Environmental, Safety and Health (http://www.utulsa.edu/ehs/plans1.htm) include:

- Building Emergency Plan
- Chemical Hygiene Plan
- Emergency and Disaster Plan
- Energy Control Lockout/Tagout Plan
- Exposure Control Plan for Bloodborne Pathogens
- Hearing Conservation Plan
- Petroleum Research Campus Waste Management Plan
- Hazard Communication Program
- Permit-Required Confined Space Program
- Personal Protective Equipment Plan
- Respiratory Protection Plan
- Welding and Cutting Permit System

Please report violations of safe shop practices to the Mechanical Engineering Department (918 631 2521)

By signing below, I affirm that I understand the rules regarding laboratory and shop use while at The University of Tulsa. I agree to adhere to these rules and to maintain a culture of safety while at the university and throughout my professional career. I assume full responsibility for my actions while working in the shops and labs at TU. I fully understand these rules and agree to them without reservation.

Signed:_____ Date:_____