

## **Safety Policy**

**Safe use of the Wilson Student Team Project Center, its lab facilities and equipment, is a primary concern of ALL visitors, members, supervisors, and administrators.**

### **I. Safety Glasses**

Safety glasses are to be worn at all times in the Machine Shop, and when appropriate in the remaining areas. Appropriate times include when using, or around, power tools or moving parts. Safety glasses must meet OSHA Z87 code (should be marked on glasses). Safety Goggles are not considered safety glasses and will not be allowed.

### **II. Clothing and Attire**

Since the WSTPC can be used for welding, fabrication, grinding, and other potentially dangerous processes, the following articles of clothing will not be permitted in the WSTPC:

Open shoes (i.e. sandals, dress shoes)

Loose garments that might be caught in machines.

Jewelry, rings, watches, necklaces, etc. that could catch in a machine.

Dresses, skirts, or pants which do not cover the full length of the person's legs.

To prevent attire from becoming a safety hazard, the following measures are required of anyone entering the WSTPC shop:

Any loose or flowing hair must be tied back in such a way as it will not come loose easily.

Long sleeve shirts must have the sleeves rolled back and out of the way.

### **III. Supervision and Access**

Only those who have undergone the Safety Training and have been confirmed may enter the shop and welding areas, and then only when a staff member is present.

To weld or use any machines in the shop, additional training is required. Speak to your team leader about this. If you do not have the appropriate training, you cannot use the machine, even if you think you are competent and have years of experience in another shop.

Use the "buddy system" when working in the Center, i.e. make sure someone else is around when using tools.

### **IV. Injuries and Emergencies**

The College of Engineering, WSTPC, and the OSEH office should be notified of an accident or injury. General information about OSEH requirements for supervisors is available.

In case of an accident, immediately remove the person from danger. Notify the staff member on duty, and/or call 911. After calling for help, assist the injured person. An injury report will have to be filled out, if this happens after hours, inform the Staff in person, or via email the next day. For minor injuries, the First Aid Kit is located above and to the right of the drinking fountain in the Assembly area.

## **V. IN CASE OF AN EMERGENCY**

### **Chemical Spill**

Notify staff, or call 3-4568. If a very bad spill or leak, and it seems appropriate, call 911.

### **Fire Alarm**

Exit the building in an orderly manner and go to the designated meeting area. The primary meeting area is in the NavArch parking lot on Draper. The secondary meeting place is the grassy area in front of the Space Research Building, on the other side of Hayward from the WSTPC. Try and be aware of who was with you, and make sure they have also exited, if you think someone is still inside, notify an Authority Figure. Become familiar with the fire exits and locations of fire extinguishers.

### **Emergency alarm (Tornado, etc)**

In case of a tornado or severe weather alarm, go into the hallway connecting the EPB and Wilson Center. The bathrooms may seem like a logical place, but are not because of the equipment on the other side of the wall.

## **VI. Chemicals**

When using chemicals, please use caution and wear appropriate safety equipment. There is an air table in the Assembly area that can be used as a fume exhaust, it is only for mixing chemicals, not painting. All flammable compounds should be stored in the yellow Chemical Cabinets, not in cages. If you put anything in a cabinet, please inform the staff and find an MSDS for it.

## **VII. Behavior and Cleanliness**

Equipment cannot stay in optimal working order if it is abused. Clean up tools and machines after use to avoid scratching, gouging, or otherwise damaging them.

Remember that the Center exists for all teams, not just yours, if tools are not put away by one person, they are not available to the others, put tools away! Clean up your mess every day, even if you plan to return the next day, or even later on the same day. Anything left outside a cage unlabelled could be assumed to be scrap or trash, bear this in mind. There is a Lost and Found area, anything left there for more than 2 weeks will be thrown out.

Be courteous to members of other teams, and do not damage or “acquire” their belongings.

Food and drink are absolutely not allowed in the machine shop at anytime. First of all the oils and crumbs are not good for the machinery, but more importantly, the oils and chips can get into your food and drink and is not good for your health if ingested.

## **VIII. Website**

For more information (e.g. personnel, hours) visit our website at:

<http://www.engin.umich.edu/teamprojects>