

BIOENGINEERING SHOP POLICIES AND SAFETY RULES

The Department of Bioengineering Shop is located in B-18 Hallowell Building. Hours of Shop access are 8am - 5pm only.

Shop Policies

Shop Equipment

The Bioengineering Shop consists of the following equipment divided in two skill levels

Power Tools: Skill Level 1

Delta Belt / Disk Sander
Saber Saw (Handheld)
10" & 18" Craftsman Band Saw
Drill (Handheld)
Power Saw (Handheld)

Industrial Equipment: Skill Level 2

Jet 8" Bench Grinder
5" & 9" Bench Lathe
Jet Turret Milling Machine

Training

Before any equipment can be used students & staff MUST pass [The Learning Factory](http://www.lf.psu.edu) (www.lf.psu.edu) training courses. To operate the Skill Level 1 power tools a [Safety/Power Tool training class](#) MUST be completed in advance. To operate the Skill Level 2 power tools a [Machining 1 training class](#) MUST be completed in advance.

BIOENGINEERING SHOP SAFETY REGULATIONS

For your protection and others around you, the following rules must be observed while working in the manufacturing shop of the Department of Bioengineering.

1. Occupational Safety & Health Administration (OSHA) approved safety glasses or goggles must be worn in all areas of the Bioengineering Shop. Safety glasses must have wrap around side shields. Students must provide their own glasses.
2. Only students who have completed the Safety/Power Tool training class are permitted to be in shop area from 8am - 5pm.
3. Long pants, short sleeve shirts and socks are required while operating machines. Shorts, dresses, dangling or loose clothing will not be tolerated for safety reasons. Neckties must be removed.
4. Shoes must have closed toes, and cover the entire foot.
5. Long hair must be tied back so that it will not fall into a machine or your work area.

6. All jewelry (rings, necklaces, bracelets, watches etc.) must be removed while operating any machinery.
7. Have a clear understanding of the operation and intended purpose for each piece of equipment. Equipment can only be used for its intended initial purpose. For example, do not use the bench grinder as a Plexiglas sander
8. Instruction manuals for all machines are available upon request. If you have any doubts or questions - ask for assistance before operating machines.
9. Please respect others in the lab. If a class is in session, do not use any loud machinery.
10. Working alone is prohibited. There must be at least two individuals present in the shop area who have completed the safety and power tool training courses before machinery may be operated.
11. Do not attempt to repair or alter machines at any time. If there is a problem, notify shop personnel (Gene Gerber) immediately and do not operate the machine.
12. Anyone working in an unsafe manner will be asked to leave immediately and their working privileges will be revoked.
13. It is strictly prohibited to be in the Bioengineering Shop while under the influence of alcohol or drugs. Anyone found in the facility under the influence will have their access privileges permanently revoked.
14. Please respect and preserve the facility. Clean up your own mess and return all tools to their proper place.
15. Students may only use the facilities for items that are related to a course in which they are currently enrolled or involved with a current faculty sponsored research.
16. For faculty-sponsored research, it is the responsibility of the principle investigator to insure the proper training course has been taken by their students.

Compliance and Signature

Before using the shop you must read, sign and have on file a copy of these regulations.

I have read and understood these Bioengineering Shop Safety Regulations and agree to comply with these policies. In addition, I know the location and use of the emergency power cut-off switches on each machine, the location of available telephones within the Bioengineering Shop, and the phone numbers of emergency services.

Name (printed) _____ Facility Supervisor: _____

Signature _____ Date _____