

# You signed this, REMEMBER?

No exceptions! How would you like to be blind for the rest of your life? It's just not worth the risk.

Buddy system states you must have someone else with you (inside the machine shop) at all times.

The emergency phone is located just inside the door. In case of emergency call campus police first ext. 48123

Numerous people have been killed in machine shops. Do NOT take safety lightly, nothing is more important than your safety or life.

SOPs for the common machine shop tools and a general lab safety procedure manual are located near the door. If you have any doubt about a particular machine you should read the SOP. If you still have questions contact the lab manager before proceeding.

Moving parts can easily grab loose clothes and/or hair. Loose clothing and long hair have both been responsible for documented fatalities in machine shops.

A clean work place is a safer work place. Try to keep your work place clean and organized. And as a respectful rule of thumb: Always leave the workplace as clean (or cleaner) as it was when you arrived.

Currently HRC does not charge for use of the machine shop. However for accountability (safety) and administration purposes you must sign the log book like in other core labs.

### HRC Machine Shop - Basic Safety Checklist

Date: \_\_\_\_\_  
 User: \_\_\_\_\_  
 CWID: \_\_\_\_\_

I understand the buddy system (that it is mandatory in the machine shop)

I understand that safety glasses are required to operate any equipment

I understand that (in general) machine shop tools are physically dangerous

I know where the emergency phone is and who to call in case of emergency

I understand the machine shop hours and who to contact for exceptions

I know where the SOPs and lab safety procedure are located

I know that I am responsible for any guests I bring in the machine shop

I understand the risks of loose clothing, long hair, and gloves

I understand close toed shoes are required in the machine shop

I understand I have a responsibility to properly clean up after myself

I understand specific training is required for use of the mill and lathe

I understand I must sign the log honestly when using the machine shop

I know Matt Sharpe is the safety officer (918-830-1367) matt.sharpe@okstate.edu

I know Zach Carpenter is the lab manager (918-606-3297) zach.s.carpenter@gmail.com

Signature of user: \_\_\_\_\_

Currently the hours are 8am to 5pm – M-F. If you need to work outside these hours a request should be made to (24hrs in advance) and approved by the lab manager.

Guests need to be made aware of the danger at hand and how to turn off the machine the user is operating. They also need to know where the phone is and who to call in case of an emergency.

There may be cases where you are carrying heavy things and/or working around machines that can eject hot/sharp shavings. Close toes shoes protect your feet to some degree, as with most research labs unprotected feet are prohibited.

Due to the higher level of danger related to the mill and lathe special training is required to use them. Training must be on record with the lab manager.



Matt Sharpe is the campus wide safety officer. If you have any safety concerns or questions about the policy and procedure feel free to contact him. He does not office in HRC, but may show up at any time.

Zach Carpenter is the general lab manager for the core labs in HRC. His office is in HRC room 105, 8-5 - M-F.

For digital documentation such as SOP's, safety tips, and policy and procedure visit:  
<http://www.osu-tulsa.okstate.edu/helmerich/machine.php>

