

IE Laboratories Safety Procedures and Agreement

1. The CIM Lab is open for general student use 8:30 a.m. - 4:30 p.m., Monday through Friday. Due to the hazards associated with un-monitored student use of potentially hazardous equipment, work is to be done in groups of two or more after these hours.

I AGREE TO WORK IN GROUPS OF TWO OR MORE AFTER NORMAL LABORATORY HOURS OF OPERATION.

Initials

2. Safety glasses are provided for your eye protection.

I AGREE TO WEAR SAFETY GLASSES WHEN PERFORMING ANY MACHINING OR GRINDING OPERATION.

Initials

3. Ear plugs are provided for the protection of your hearing.

I AGREE TO WEAR EAR PLUGS WHEN OPERATING ANY MACHINERY GENERATING A HIGH NOISE LEVEL.

Initials

4. Masks are provided for your protection when operating processes which generate dust and other airborne particulate matter.

I AGREE TO WEAR A MASK WHEN OPERATING PROCESSES WHICH GENERATE DUST OR OTHER AIRBORNE PARTICULATE MATTER.

Initials

5. Loose and hanging clothing, neckties, jewelry, hair, etc. constitute a hazard when operating machinery with moving parts.

I AGREE TO SECURE ALL LOOSE PERSONAL ARTICLES, HAIR, JEWELRY, ETC., BEFORE OPERATING MACHINERY IN THE CIM LAB.

Initials

6. Each automated machine in the CIM Labs is equipped with an emergency stop (E-stop). These E-stops are large red buttons which, when struck, shut the machine down.

I AGREE TO FAMILIARIZE MYSELF WITH THE LOCATION AND OPERATION OF EACH MACHINE'S E-STOP (WHERE APPLICABLE), BEFORE OPERATING THAT EQUIPMENT.

Initials

7. There are fire extinguishers in the CIM Lab. In the case of a fire emergency, you are to use the extinguisher.

I AM FAMILIAR WITH THE LOCATION AND OPERATION OF THE LABORATORY FIRE EXTINGUISHERS.

Initials

8. There are two First Aid Kits in the CIM Lab installed on the either side of the central wall separating the machining section from the student project activities section of the laboratory.

I AM FAMILIAR WITH THE LOCATION OF THE CIM LAB FIRST AID KITS.

Initials

9. Chips and other debris collected on the floor present a tripping/falling hazard.

I AGREE TO SWEEP UP ANY CHIPS OR OTHER DEBRIS GENERATED BY A PROCESS I HAVE COMPLETED.

Initials

10. Chips and other debris collected on and inside of machines are hazardous.

I AGREE TO CLEAN MACHINES AFTER USE.

Initials

11. Phone numbers to use in an emergency are:

University Police:	dial 3324
Emergency:	dial 911
SIUE Health Services:	dial 2842
SIUE Safety Office:	dial 3584
Ambulance Service:	dial 911
SIUE Fire Department:	dial 911

These numbers are posted in the CIM Lab.

I AM FAMILIAR WITH THE LOCATIONS IN WHICH THESE NUMBERS ARE POSTED.

Initials

I HAVE READ, AND AM FAMILIAR WITH THE CONTENTS OF THIS DOCUMENT.

Signature

Date