Aerospace Engineering Instrument Shop
Safety Compliance Contract

College of Engineering and Applied Science ♦ University of Colorado at Boulder

Strict Safety Rules
For the safety of others and myself in the Aerospace Engineering Instrument Shop,
I agree to strictly adhere to the following safety rules:

► Safety Glasses* - I will wear OSHA-approved safety glasses at all times while in the Aerospace Engineering Instrument Shop. If I wear regular prescription glasses, I will wear safety goggles over them.

► Jewelry - I will remove all rings (excluding wedding rings), necklaces, bracelets and dangling earrings before operating any machinery or tools.

► Loose Hair or Clothing - I understand that loose hair and clothing are extremely dangerous in the shop environment. While in the Instrument Shop, I will tuck in my shirt, roll up long sleeves and tie back my hair.

► No Open-Toe Shoes - I will not wear open-toe shoes (such as sandals) and shoes not entirely covering both of my feet, while I am in the Instrument Shop. Steel-toe shoes are the most protective, but closed-toe leather shoes and tennis shoes are acceptable.

► Clean Up - I will clean the machine and any mess (sawdust, metal chips, spills, etc.) that I produced before leaving the Instrument Shop. Clean means the next machine user is unable to determine the material(s) I was using.

► Return of Tools and Parts - I will promptly return any tools, parts, bits, etc., to their proper “home” in the Instrument Shop.

***Original Contract created by ITLL Manufacturing Center

Guidelines for Safe Behavior

- I will obtain permission from the shop manager before operating any machines or tools.
• I will follow the proper operating procedures when using any machinery, and I will become familiar with each machine’s capabilities and controls.
• I will be courteous to others working around me.
  - I will not engage in disruptive conversation.
  - I will ensure that my actions will not interfere with others or their work area, especially when using pressurized air guns, generating hot chips or splashing cutting fluids.
• I will not enter the Instrument Shop while under the influence of alcohol or drugs. I will not operate machinery if on medication. I understand that many over-the-counter remedies warn against their use when operating machinery. If I have consumed any amount of alcohol within the last 8 hours, or returned from a doctor/dental appointment and am under the influence of medication — I will NOT operate any Instrument Shop machinery.
• To prevent injury, I will never remove the guards or safety equipment from machinery. The only exception is for wheel or cutter replacement, and I will turn off the power before doing this.
• I will not touch, clean, or oil machines, or place my body in contact with a running machine. I will make sure that a machine is completely off before making adjustments or performing maintenance tasks.
• If a machine makes an unusual noise or acts in a suspicious manner, I will shut it down immediately and notify the shop manager.
• I will immediately report any injury to the shop manager, regardless of how minor it may seem.

My Commitment

► By my signature below, I certify that I have read and agree to comply with the above Aerospace Engineering Instrument Shop safety rules.
► I am aware that there is a priority schedule and job pipeline for the Instrument Shop. The shop manager makes job priority decisions, and these are final.
► I realize that I will be asked to leave the Instrument Shop for non-compliance with any of the above rules. Should that happen, I will willingly leave.
► I acknowledge that I have an obligation to keep the Instrument Shop tools and machinery in good working condition. I am financially responsible for replacement or repair of tools I damage through neglect or willful harm.

Name (Printed): ___________________________  Yr: _____  Mj:______

Signature: ________________________________  Date: _________

Authorized Signature: ______________________  Date ___________