

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 ^{More -->}

- 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 _____