

## CEE Shop Protocol

*This document is specific to the “Undergraduate Instructional Shop”. The information given here is in addition to the “Hand and Power Tool Safety” guidelines. Please read that document as well before working in the shop.*

No one is required to use machinery, power tools, or hand tools. We encourage you to learn but if you do not feel comfortable, ask a team member or instructor to help you or to do it for you.

There is a right and a wrong way to use every tool or machine. Using it the wrong way may result in:

- Working inefficiently.
- Causing harm to the tool or machine.
- Causing personal injury to you or someone else.

### Procedures

- The shop may only be used when it is opened and supervised by an instructor.
- Use of the shop outside of class hours must be prearranged.
- Safety glasses are to be worn at all times in the shop even if no machines are running.
- Do not use any machine without first checking with an instructor, even if you know how to use it.
- Do not assume that once you have been shown how to use a particular machine you can now use it for other applications without checking with the instructor. Different materials may require different speeds or cutting tools.
- Turn machines off as soon as you are finished. Do not leave them running while you figure out your next cut.
- The miter saw is a very aggressive and dangerous tool. It is only to be operated by the instructors.
- Tools must be returned to their storage areas as soon as you are finished using them.
- Everyone is responsible for cleaning the machines and work area they use.