

SECTION 3  
**RULES FOR USE OF  
TECHNICAL FACILITIES AND EQUIPMENT**

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### RULES FOR USE OF TECHNICAL FACILITIES AND EQUIPMENT

Within the Internal Responsibility Framework laid out in Section Two, students, staff and faculty share responsibility for workplace safety. The first and most fundamental responsibility is to be awake, alert, and aware of the dangers to self and others when working with technical facilities and equipment.

#### 3.1 STUDIO RULES

##### IN THE STUDIO

1. Working alone. Working at night. Working when tired.
2. Ergonomics awareness.
3. Safe use of tools and safe disposal of sharps.
4. Avoiding use of volatile compounds and sprays outside of approved areas equipped with fume hoods.
5. Emergency preparedness (fire, etc.). Pay attention to alarms. Be aware of evacuation process, muster points etc.
6. No drapes or solid partitions under the mezzanine which interfere with the passage of light and movement of air.
7. All accidents which result in injury must be reported to the Dean's Office using the Accident Report Form, and if urgent by phone to the Director of Environmental Health and Safety.

##### IN THE EXHIBITION ROOM

8. Use of Personal Protective Equipment (hard hats, safety glasses, safety shoes, etc.)
9. Working at heights over 3 meters. Fall protection.
10. Moving lights, large dividers, use of extension cords.

#### 3.2 SPRAY BOOTH RULES

#### 3.3 ADVANCED BUILDING LAB RULES

## 3.4 MODEL | WOOD SHOP RULES | revised May 2014

### ACCESS

1. Only the wood shop supervisor may operate machinery while being alone in the shop. Wood shop assistants, faculty members, students and visitors may not operate machinery while alone in the shop.
2. If you have not completed the shop orientation, you may not use the shop. This applies to students, faculty, and staff. No exceptions.
3. No more than 10 people (including supervisors) may be in the shop at any time. "Supervisors" refers to: (1) Model Shop Technician Regan Southcott, or (2) student shop assistants during posted hours.
4. Minor machines (band saw, drill press, sander) cannot be used unless a supervisor is present in the shop.
5. Major machines (thickness planer, table saw, jointer, radial arm saw) cannot be used without approval each and every time from Regan.
6. Major machines cannot be used after Regan leaves, (i.e., student assistant cannot facilitate the use of major machines).
7. Closed-toe shoes are required at all times. Long hair must be tied back. No dangling jewelry.

### OPERATION OF MACHINERY

8. Ask Regan for instruction if you do not know the proper use of a tool or machine.
9. Turn on the dust collector just before using a machine, and turn it off immediately after.
10. Wear eye protection at all times.
11. Use a push stick when working close to blades.
12. Do not leave a machine running unattended.
13. Do not rush.
14. Do not talk when you are using a machine.
15. Do not talk to someone else who is using a machine.
16. Recycled materials cannot be used without approval from Regan.
17. Return all blades and guards to their safe operating position.
18. Clean up wood scraps and sawdust from the machine and the floor.
19. If you notice something that needs repair, immediately report it directly to Regan or in writing if he is not present.

### AFTER HOURS

20. The shop is open in the evening only during peak periods in the term.
21. Only minor machines and hand tools can be used after Regan has gone for the day.
22. Student shop assistants are scheduled to facilitate longer access hours to the shop. They are not responsible for making judgment decisions on using equipment nor for teaching users proper procedures.
23. All machines must be turned off if the assistant is not present.
24. A shop assistant cannot permit access to the shop outside the scheduled hours.

### CNC MACHINERY

25. When the CNC machine is in operation, everyone in the wood shop must wear hearing protection.
26. Wood shop assistants are not responsible for any supervision or assistance in the use of the CNC machine. Users of the CNC should consult with ABL Technician Emanuel Jannasch or the CNC student assistant regarding protocols and safety requirements.

## 3.5 RULES RELATING TO DESIGN-BUILD ACTIVITIES

### ORIENTATION

Persons who have not completed the design-build orientation may not participate in design-build activities.

### SUPERVISOR RESPONSIBILITIES

Every design-build project shall have a designated supervisor, who is capable of ensuring a safe job site, present throughout the design-build activity. The supervisor is responsible for:

- ensuring that persons are appropriately trained before authorizing them to carry out work,
- keeping a record of people trained to safely operate dangerous equipment,
- supervising all work and ensuring that no untrained person operates dangerous equipment or carries out dangerous operations,
- ensuring that all students use required personal protective equipment,
- maintaining all equipment in a safe working condition with protective devices in good operating order,
- conducting a daily check on power tools,
- ensuring that appropriate first aid is available,
- promptly reporting accidents or incidents to the Dean's Office and to the Office of Environmental Health and Safety.

### STUDENT RESPONSIBILITIES

1. You may only undertake dangerous activities when authorized by the supervisor. While carrying out such tasks, you shall follow the direction of the supervisor, observe safety rules, and never work alone at the job site.
2. Personal protective equipment (closed-toe shoes, safety goggles, etc.) must be worn at all times while working with tools. Do not wear gloves, loose-fitting clothing, baggy sleeves, or dangling jewelry that could become entangled in machinery.
3. Do not use any power tool until you have been trained in safe operation techniques by the supervisor. Ask the supervisor if you do not know the proper use of a tool or piece of equipment.
4. Do not rush. Do not talk when using power tools.
5. Do not cut recycled materials without approval from the supervisor.
6. Return all blades and guards to their safe operating position. Disconnect power before making adjustments to power tools. Do not service energized equipment.
7. Keep work site clean and tidy. When not in use, store tools, equipment, and supplies properly. Clean-up after you complete your work.
8. Do not cut material that contains nails, screws, knots, or other imperfections.
9. If you notice something that needs repair, report it immediately to the supervisor.

### ACCIDENTS AND INCIDENTS

Accidents which result in personal injury and incidents in which any person might have been injured must be reported to the Director of Environmental Health and Safety by phone if the matter is urgent or, if not urgent, using the Accident Report Form.