

Design Labs Safety Rules

1. Supervision & Certification

- **1.1** A shop monitor must be present — never work alone.
- **1.2** At Mountaintop: at least two certified individuals must be present in the same room, actively monitoring equipment. A shop monitor counts as one of the two.
- **1.3** Users must be certified by Design Labs professional staff or their designated proxy prior to using any equipment.
- **1.4** Users may not train others. Training is the sole responsibility of Design Labs staff.
- **1.5** No unauthorized individuals are permitted. Do not allow uncertified persons to use equipment.
- **1.6** Users may only operate equipment for which they have received training and certification.

2. Personal Protective Equipment (PPE) & Attire

- **2.1** Safety glasses must be worn at all times in Wood and Metal Shops, and in other spaces when there is a risk of flying debris.
- **2.2** Long hair must be tied back; ponytails should be secured in a bun whenever possible.
- **2.3** Loose clothing (e.g., flowing sleeves) may not be worn when using equipment.
- **2.4** Neckties, sweatshirt ties, and scarves must be removed or tucked in.
- **2.5** Long pants are required in the Metal Shop.
- **2.6** Rings, watches, bracelets, and similar jewelry may not be worn when using machine tools. Necklaces must be removed or tucked beneath clothing.
- **2.7** Earbuds or headphones may not be worn in the shop.

- **2.8** Closed-toe, rubber-soled shoes are required at all times in Wood and Metal Shops. Sandals are not permitted.
- **2.9** Additional PPE (e.g., shaded helmets, flame-retardant jackets) must be worn when welding.
- **2.10** Gloves may be worn only in the Metal Shop. Gloves are not permitted in the Wood Shop.

3. Fitness for Duty

- **3.1** Shop use is prohibited under the influence of alcohol or drugs that impair judgment, including some over-the-counter medicines.
- **3.2** Shop use is prohibited if users are overly tired.

4. Equipment Use

- **4.1** Never leave equipment running unattended. Remain until the equipment has fully stopped.
- **4.2** Dust collection must be used with machine tools or hand sanders in the Wood Shop. Ask a monitor to start the system before use.
- **4.3** Fume extraction must be used when welding.
- **4.4** Do not use damaged or defective tools. Report any issues immediately to the shop supervisor.

5. Housekeeping & Environment

- **5.1** Keep work areas clear of clutter.
- **5.2** Clean up before leaving, including sawdust, shavings, and debris. Return equipment to its ready state. Monitors are not responsible for cleanup.
- **5.3** Food and drinks are prohibited. Exception: shop monitors may keep closed-container drinks at their desk.

- **5.4** Earplugs and dust masks are available outside the main shop door. Earplugs are strongly advised for high-noise tools (planer, jointer, etc.).

6. Enforcement & Consequences

- **6.1** All users are expected to follow these Safety Rules, the Acceptable Use Policy, and guidance from Design Labs staff.
- **6.2** Failure to comply may result in:
 - Verbal or written warnings,
 - Required retraining,
 - Suspension or revocation of access to specific equipment,
 - Loss of access to Design Labs facilities as a whole.
- **6.3** In cases of serious or repeated violations, students, faculty, or staff may be referred to the appropriate **University disciplinary body** for further action.

7. Policy Statement

- **7.1** The Design Labs reserves the right to modify these rules to ensure safe, equitable, and effective use of its resources.