

Academic Machine Shop Safety Policy Template

Revision: August 28, 2026

This policy template should be customized for each shop to detail specific procedures for shop training, access, oversight requirements, project review and after-hours access (if allowed). Refer to the Classification Matrix for Machine Shop Equipment for guidance. This matrix can also be customized by the shop for the specific equipment available and included as part of the shop policy.

IN AN EMERGENCY: CALL 9-1-1 (campus phone will connect directly to U-M PD)

Shop Location:		
Responsible Person:		
Contact Number:		
Shop Hours:		
After-Hours Access Allowed?	Yes	No
Sign-In Book Location:		

Following a few basic safety practices can ensure a safe, productive, and enjoyable machine shop experience. The U-M student machine shops provide classes that instruct basic machine tool operation and more importantly, basic safety procedures for personnel at all skill levels. Most safety incidents are related to PROPER ATTIRE or WORKING ALONE.

**** ACCESS WILL BE DENIED IF PROPER SAFETY PRACTICES ARE NOT FOLLOWED. ****

Top 3 Tenets of Shop Safety

Working safely in a machine shop means that you understand these 3 things:

1. You will NEVER WORK ALONE.
2. The basic safety principles of proper shop attire.
3. The basics of safely operating the machinery, apparatus or hand tool techniques.

Access to Student Machine Shop

Access will only be granted when these conditions have been met:

- A. Successfully complete the "Basics of Machine Shop Safety" class.
- B. Receive tool specific training on the equipment you need to use.
- C. Demonstrate to the Responsible Person/Monitor that you understand the basics of shop safety, and safe equipment operation for certain pieces of equipment as designated by the Shop Safety Policy.



If after-hours use is allowed by the Responsible Person then you **MUST** sign-in (**with a buddy**) when using this shop after hours. A minimum of two people must be present in the shop at ALL times. Only specific equipment will be able to be used without the presence of the Responsible Person/Monitor.

Proper Shop Attire

Required

1. Safety Glasses with Side Shields (both must be **ANSI Z87.1** approved)
 - a. All operators and visitors must wear safety glasses while equipment is operational.
 - b. Safety glasses will be provided at the entrance of the shop for use while working in the shop.
 - c. If you choose to purchase your own safety glasses, they are available from most hardware/home improvement stores or on safety supply websites such as Fisher Scientific. Remember, they must be **ANSI Z87.1** approved.
 - d. Employees are eligible for prescription safety eyewear through EHS. Contact your Supervisor or Responsible Person to request through EHS.
2. Long Pants
3. Closed-toe Shoes
 - a. Sandals with socks are not considered closed toe shoes.
4. No loose-fitting, baggy clothing or gloves that can entangle in rotating machinery.
5. Long, loose hairstyles must be restrained in a cap, bonnet or other appropriate manner to no longer than chin-length. Bangs must also be restrained tight to the forehead.
6. Facial hair that might become entangled in rotating equipment must be securely restrained.
7. Remove or secure any jewelry item that may be caught in moving/rotating machinery.
8. Neckwear is not permitted.

Recommended

1. Apron
2. Hearing Protection (EHS can perform noise surveys upon request).
3. Respiratory Protection
 - a. Individuals performing some grinding or sanding operations in the machine shop may choose to wear a dust mask. The material's MSDS should be reviewed and the PPE recommendations taken into consideration when making this decision. You can also consult the shop administrator or EHS for guidance. Employees must participate in the EHS Respiratory Protection Program.

Emergency Procedures

- U-M Department of Public Safety can be reached by using a U-M telephone and dialing **9-1-1**.
- When dialing **9-1-1** from your cell phone, your call will be answered by a non-U-M dispatcher. **TELL THEM YOU ARE CALLING FROM U-M!**
- Familiarize yourself with evacuation routes in the event of fire, or other building emergency.
- Familiarize yourself with safe shelter procedures in the event of severe weather.
- Review the U-M Emergency Response Guide.
- Know the location of emergency eyewash/showers, fire extinguishers, first aid kit, fire alarm pull stations, AED, etc.

Accident / Injury Reporting

When an employee or student is injured in the workplace, the following procedure should be followed. If the



employee or student is in need of emergency medical attention, call **9-1-1** immediately.

Employee/Student:

- Report the incident to your supervisor and Shop personnel immediately.

Supervisor:

- Complete the [Work Connections Injury/Illness Report Form](#) and fax immediately to (734) 936-1913.
- If the employee requires medical treatment, they should be referred to one of the University's designated treatment facilities.
- Send a copy of the form with the employee as authorization for medical treatment.
- Complete the [Incident and Near-Miss Report Form](#).

Treatment Facilities

U-M Occupational Health Services -- Campus Employees

Mon-Fri 7:00 am - 4:30 pm

After hours - go to U-M Hospital Emergency Dept. -- Urgent Care Clinic

380 Med Inn building

1500 East Medical Center Drive, Ann Arbor (734) 764-8021

University Health & Counseling -- University students (non-life threatening conditions)

To view the hours of operation, please visit the [University Health & Counseling website](#).

207 Fletcher Street, Ann Arbor (734) 764-8320

UMHS Emergency Department -- after clinic hours or on weekends

1500 East Medical Center Drive, Ann Arbor (734) 936-6666

Safety is the responsibility of everyone involved ...

... from project conception to project completion.