

All personnel wishing to use the LLE Auxiliary Machine shop must:

- Complete G\_001 General Safety Training
  - Complete M\_001 General Mechanical Safety Training
  - Read and understand the guidelines listed below
- 1) All personnel using the auxiliary machine shop must be in good standing and be current on all required training. This means that ONLY users listed on the “Approved auxiliary shop users list” are allowed to operate machinery.
  - 2) All personnel must wear ANSI Z87 rated safety glasses with side shields while in the LLE machine shops. If you do not have your own safety glasses, they are provided at the entrances to the machine shop.
  - 3) Before commencing work in the auxiliary shop, users must check in with the “Machinist on Duty”. (*This does not mean just walking by the workers of the shop.*) The name of the “Machinist on Duty” is posted at the entrance of the machine shop.
  - 4) Safety is first and foremost. If you have ANY questions regarding the operation of ANY of the machines, please contact the shop supervisor or any machine shop employee immediately.
  - 5) Unsafe working practices will NOT be tolerated in the machine shop. Users will likely be excused from the machine shop after one warning and be further suspended from any future use at the discretion of the shop supervisor and ME Group Leader. Use of the student shop is a privilege, not a right.
  - 6) If you are machining a part, and you are questioned by a machine shop employee as to the operation of the machine or your machining technique, please stop, listen and follow their advice. (Most machine shop employees have 20+ years of experience.)
  - 7) If you do not have the ability to fabricate a part yourself and you need the shop to fabricate it for you, please see Tim Clark (X59448) so that fabrication can be scheduled in the machine shop queue.
  - 8) Everyone using any machine in the shop is expected to clean up after themselves. There are NO exceptions. If a machine or any work area is found to be left dirty/messy, please contact the shop supervisor. Regardless, you will be responsible for cleaning it.
  - 9) If any machine is not functioning properly or exhibits errant noises or erratic behavior, please contact the machinist on duty or the shop supervisor.
  - 10) If you break a machine or a machine breaks while in use. Stop work and notify the machinist on duty or the shop supervisor immediately. Safety first!

- 11) If you are in need of tools, or you cannot find what you're looking for, please ask a machine shop employee for assistance.
- 12) All machine shop personnel have personal tool boxes located on work benches. These tool boxes are NOT public property and are NOT to be gone through. Violation of personal toolboxes will result in the loss of shop privileges. Please respect other people's property.
- 13) Each machine shop employee has their own work benches. These benches are not to be used by outside users unless express permission is given.
- 14) Machines outside of the Auxiliary Machine shop are for the use of the machine shop employees only with the following exceptions; the cut off saw, band saw, and shear.
- 15) Prime stock material can be found on any of the various stock racks over by the shear. However, whenever possible, please to use "scrap" or stock drops first. The material can be found in various locations throughout the shop. If you need assistance ask a shop employee.
- 16) Located in the front of the shop is a tool sign out sheet. Sometimes tools such as drills, cut off saws, etc. are needed outside the shop. Please ask any machine shop employee for assistance and sign out the tools accordingly.
- 17) The shop as a whole has a plentiful supply of tools to be used with the machines. Please ask a machine shop employee if you can't find what you're looking for.
- 18) There is also a plentiful supply of reground end mills. These are just as good as new but don't necessarily hold a fractional dimension anymore. Please use them first.
- 19) The equipment in the welding area is to be used by individuals that have specific training. Do not use the equipment in the welding area unless you have been specifically approved to do so.
- 20) After hours use of the shop is strictly forbidden unless a machine shop employee is present. Safety first.
- 21) If there are any questions regarding these guidelines contact one of the following.
  - Machine Shop Supervisor - Mark Romanofsky - X57528
  - ME Group Leader - Milton Shoup - X59636