MACHINE SHOP SAFETY RULES

CAMBRIDGE SHOP LOCATION  60 Oxford Street Room 406

• Users **MUST** adhere to the WYSS Machine Shop Usage Policies Posted  
• Tools and Machines may only be used by **AUTHORIZED PERSONNEL**  
• Only work with tools and machines that you have been authorized to use  
• No loose clothing including ties, necklaces, floppy sleeves, jewelry, etc.  
• Long hair **MUST** be tied back  
• Safety glasses **MUST** be worn at all times  
• Open-toed footwear is not permitted in the shop  
• Safety guards **MUST** be in place at all times  
• Report damaged safety guards, machines and tools to the Shop Manager listed below  
• Report unsafe issues to the Shop Manager  
• Keep work area clean  
• Put tools away when you are done using them  
• Only one person may work on a machine at a time  
• Always secure the work piece with clamps or a vise  
• **NEVER** remove metal chips, turnings, or shavings with your hands  
• **NEVER** use compressed air without a safety nozzle to clean machines or clothing  
• No eating in the shop area  
• Report **ALL** injuries (even small ones) to the Shop Supervisor or Facility Manager  
• The First Aid Kit is located __Right Side Hallway______________________________  
• The Eyewash Station/Flush is located __At Sink______________________________  

Shop Manager **Michael Smith**  Room 407  Phone_Office 617-496-1452  
                                               Cell 978-604-1091

IN THE EVENT OF AN EMERGENCY, CONTACT THE HARVARD OPERATIONS CENTER: 5-5560