University of Michigan
Academic Machine Shop Safety Policy

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

SHOP LOCATION: G681, IOE Building, 1205 Beal Ave.

RESPONSIBLE PERSONS: Chuck Woolley / Eyvind Claxton

CONTACT NUMBERS: 734-763-0570 / 734-647-6828

SHOP HOURS: Monday – Friday, 8 a.m. – 5 p.m.

AFTER-HOURS ACCESS ALLOWED? NO

SIGN-IN BOOK LOCATION: Shop Entrance Clipboard

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 violations 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 3 things:

a. You will NEVER WORK ALONE.
b. The basic safety principles of proper shop attire.
c. The basics of operating the machinery, apparatus or hand tool techniques.

ACCESS TO IOE MACHINE SHOP
ACCESS WILL ONLY BE GRANTED WHEN THESE CONDITIONS HAVE BEEN MET:

a. Successfully complete the “Basics of Machine Shop Safety” class – Must be reviewed yearly.
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 OSEH. Contact your Supervisor or Responsible Person to request through OSEH.
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 (OSEH 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 OSEH for guidance. Employees must participate in the OSEH 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.

TREATMENT FACILITIES

U-M Occupational Health Services – Campus and UMHS Employees
Mon-Fri 7:30 am – 4:30 pm
C380 Med Inn Building
1500 Medical Center Drive, Ann Arbor (734)764-8021

University Health Services – University Students (non-life threatening conditions)
Mon-Fri 8:00 am – 4:30 pm, Sat 9 am – 12 pm
Contact for current hours as they may vary
207 Fletcher Street, Ann Arbor (734)764-8320

UMHS Emergency Department – after clinic hours or on weekends
1500 East Medical Drive, Ann Arbor (734)936-6666

Safety is the responsibility of everyone involved - from project conception to project completion.