

HOURS OF OPERATION:

SHOP RULES

Never work alone – Use the buddy system or a Shop Supervisor or Shop Monitor must be present at all times. Shop monitors and / shop supervisors must be present when using Class 3 or 4 tools.

Safety glasses must be worn when and where required in the shop. Some operations and equipment may require additional personal protective equipment.

No loose clothing may be worn in the shop, including ties, scarves, and loose sleeves. Open-toed shoes, short pants, or skirts are also prohibited.

Remove jewelry before beginning work, including rings, necklaces, bracelets, and watches. **Long hair** must be pulled back and secured and contained; long beards must also be contained.

Aisles, exits, and access to emergency equipment must be kept clear at all times.

Cell phones, and other personal electronic devices must not be used when working at any machine. Loud music is prohibited.

Food and drinks are permitted in designated areas only.

Approval to operate power equipment must be obtained prior to use.

All tool guards and shields must be secured and in place prior to operating equipment.

Compressed air must not be used to clean skin or clothing.

Damaged equipment, or equipment that does not appear to be operating normally, must not be used. Tag it as out of service and report the issue to the Supervisor or Monitor.

Immediately report all problems or concerns to the Supervisor or Monitor.

Shop Supervisors and Monitors have full authority over the shop and its safe use, including the responsibility, authority, and obligation to prohibit shop or tool access for the safety of an individual, others in the shop, or the equipment.

EMERGENCY CONTACTS:

XXX-XXX-XXX SHOP SUPERVISOR

911 MEDICAL, POLICE, FIRE (If calling from a cell phone tell operator you are on NMSU campus)

575-646-3327 NMSU ENVIRONMENTAL HEALTH SAFETY & RISK MANAGEMENT