

FTCC Machining Shop Rules

PERSONAL SAFETY

- Safety glasses are required at all times and in all areas of the shop!!!
- Horseplay will not be tolerated.
- Do not distract anyone operating a machine.
- Do not operate a machine while you are sleepy or sick.
- Keep your hands well away from the point of contact between the work piece and the cutter.
- Shoes must protect the entire foot (no sandals, flip-flops).
- No loose, baggy, or dangling clothing (no long sleeves, shirttails, sweat pants, neckties, open jackets).
- Remove personal accessories that might get caught in moving machinery (rings, watches, jewelry).
- Long hair must be tied up (longer than shoulder length).
- Do not use air to clean a machine, your clothing, yourself or anyone else.
- Report all accidents, injuries and safety hazards immediately.

MACHINE TOOLS

- Machines may only be operated when an instructor is in the shop.
- Never operate a machine without proper instruction.
- Only one machine may be operated at a time and it must be attended at all times.
- Never leave a chuck key in the lathe chuck or a wrench on the drawbar.
- Do not allow a machine to produce long chips.
- Never use a file without a handle. When filing on the lathe the left hand method is recommended.
- When using the drill presses, clamp the work to the drill press table or use a vise.
- Always stop the machine when loading or unloading. Never try to stop a machine with your hands.
- Never wear gloves when operating any type of rotating machinery.
- Examine and test all grinding wheels. Stand to one side when starting a grinder as wheels can explode.
- Heat-treating can present definite hazards. Special instructions are required.

Housekeeping

- When cleaning up turn the machine off and stop all power feeds.
- All work must be removed from the machines at the end of the day.
- Each machine and the surrounding work area must be cleaned at the end of use or end of the day.
- All tools, supplies and gages must be returned to their proper place at the end of the day.
- Place used rags in the proper containers.

GENERAL

- Attendance is required during all class and shop hours. Break times are to be strictly observed.
- Inappropriate language or conduct will not be tolerated.
- No phone calls or texting are permitted.
- No personal projects are allowed.