



BAUM FAMILY MAKER SPACE GENERAL SHOP SAFETY RULES

ACCESS TO THE BAUM FAMILY MAKER SPACE DURING NON-HOURS OF OPERATION IS STRICTLY PROHIBITED.

Hours of operation during the regular semester: Monday through Friday: 9:00am to 10:00pm, Saturday: 10:00am to 6:00pm, Closed Sunday.

- Completion of safety training is required before anyone may use any tools and/or machinery in the Baum Family Maker Space.
- Anyone using the Baum Family Maker Space may work only with tools and machines that they have been signed off and authorized to use.
- Safety glasses MUST be worn at all times.
- **Working alone is never authorized.** Two people are required at all times while working in the Baum Family Maker Space.
- Do not leave tools unattended.
- No loose clothing including ties, necklaces, floppy sleeves, jewelry, etc. Watches and rings must be removed before working with any tools/equipment.
- Long hair and/or beards MUST be tied back while working with power tools/equipment.
- Sandals and thin soled shoes are prohibited. Shoes which cover the entire foot are required.
- Do not use any tools or equipment if you are using any medication or under the influence of drugs or alcohol.
- Any safety guards must be in place at all times. Ensure guides and fences are properly operating and installed before using the machine/tool with these safety devices.
- Report damaged safety guards, machines and tools to the Shop Supervisor or Baum Family Maker Space Manager.
- Report any unsafe issues to the Shop Supervisor or Baum Family Maker Space Manager.
- Keep you work area clean, do not place tools and materials on the machine table.
- Allow enough time to clean and put away tools when you are finished using them, and clean the work area and floor before you leave.
- Only one person may work on a machine at a time.
- Do not push a cutter/cutting tool towards any part of your body, push away from your body.
- Always secure the work piece with clamps or a vise, especially if using power tools.
- Do not remove metal chips, turnings, or shavings with your hands.
- Do not use compressed air to clean machines or clothing, use a brush.
- No running or horseplay in the Baum Family Maker Space at anytime.
- No eating, drinking, or chewing gum in the shop area. Smoking is not allowed anywhere on campus.
- Always follow the Shop Supervisor's directions at all times.
- Report ALL injuries to the Shop Supervisor or Facility Manager.
- First Aid Kit Locations _____
- Eyewash Station locations _____
- Safety Shower locations _____
- Fire Extinguisher locations _____
- The walk-in freezer is equipped with a mechanism so that no one will ever be locked inside the freezer should the door close while anyone is inside the freezer.

- Shop Supervisor _____
- Students Name and Student ID # (Printed) _____
- Signature _____ Date: _____

- IN THE EVENT OF AN **EMERGENCY**, CONTACT USC PUBLIC SAFETY AT **213-740-4321** IF CALLING FROM A CELL PHONE. Call **0-4321** IF YOU ARE CALLING FROM A USC TELEPHONE.