

ENCS Lab Safety Policy

- Labs hours are 7:30 to 11:00 and 1:00 to 3:30 Monday thru Thursday. Labs may be open on Fridays for special circumstances.

- **SAFETY GLASSES REQUIRED WHEN MACHINERY IS IN OPERATION.** We recommend that you supply your own safety glasses. If you use safety glasses from the lab, return to the box on the cabinet. Please do not take the glasses with you since other people will need them for their lab session.

- Watch Shop Safety Class (PowerPoint presentation) and sign the safety class form.

- No student will work in the machine shop without tech or faculty in the lab with them, exception is the FDM (RP machine).

- If work needs to be done after the specified open lab hours, we require 24hr notice.

- Process Plan to be filled out and signed prior to any work in the lab.

- Allow 15 minutes to clean up the machinery/work area prior to leaving a lab session.

- No projects can stay on any machine unless prior approval from faculty or technician.

- If tools are damaged or dull please give to technician.

- No visitors (non WSU-V employees/Engineering students) will be allowed in the lab while the machinery is in operation.

- Sign up for lab times on “SERS” 24 hours in advance and Chad will confirm your reservation by email before using the lab.

- Be ready at the beginning of your allocated time to check out the tools you will need.