

MSU Denver Industrial Design Lab Access Agreement

The Industrial Design department provides students with access to prototyping facilities that contain many potential hazards. You will participate in activities that can put you at risk of serious bodily injury including blindness, dismemberment or even death. These hazards may include rotating blades/machinery, heat, caustic or flammable fluids, UV light rays, dust, and molten materials. More common injuries include burns, cuts, bruises and abrasions.

The Industrial Design faculty and staff have initiated safety parameters to help mitigate potential hazards, but ultimately, maintaining a safe working environment depends on the students' ability to follow and respect safety rules and policies. These policies include but are not limited to the following:

For Your Own Safety...

NEVER work alone. Follow your shops open lab schedule.

NEVER use machinery without prior department training.

Training is required.

NEVER use damaged or malfunctioning equipment. Report potential safety hazards to instructor/lab coordinator.

NEVER talk to a person operating machinery.

NEVER use tools for a process they were not intended for.

NEVER wear loose clothing in the shop - including ties, scarves, jewelry, and loose sleeves. No open-toed shoes or short pants allowed in the shop.

NEVER work if you are tired. Take frequent breaks to stay alert.

NEVER work under the influence of mind-impairing substances.

NEVER use headphones while operating machinery. Use proper hearing protection during machine use.

ALWAYS understand your operation before you begin, or ask your lab coordinator for help.

ALWAYS wear personal protective equipment, including safety glasses and/or face protection, dust mask or respirator, and proper clothing.

ALWAYS use all guards and shields. They must be secured prior to operating equipment.

ALWAYS check wood for screws or other embedded objects. Use of reclaimed wood is strictly prohibited.

ALWAYS clear dust and debris from machines before and after use.

ALWAYS keep aisles, exits and pathways clear.

ALWAYS Immediately report all problems or concerns to the instructor or lab coordinator.

Every machine has specific use and safety rules that, when followed, result in a safer work environment and higher quality prototyping. You will be trained on the applicable machines by your instructor or lab supervisor. You are NOT allowed to use machines you have not been trained on. Therefore, missing even one lecture can put you at a serious disadvantage in your studio classes. Failure to comply with these rules will result in dismissal from the lab.

Agreement

I acknowledge that I have read and comprehend the Lab Safety Rules outlined in the above agreement and understand that there are additional detailed and specific rules, policies and procedures I am required to read and understand prior to use of any equipment in the laboratories. I understand that these rules and policies have been put in place for the safety of both myself, my fellow students and faculty and staff. I agree to adhere to these rules and policies without exception, and failure to do so will result in a violation of this agreement and can lead to a revocation of lab privileges as well as university sanctions.

Student's Signature / Date

Instructor Signature / Date

MSU Denver Industrial Design Lab Clean-Up Agreement

The department of industrial design believes that a clean work environment also results in a safer work environment. Therefore, it is imperative that a cleanliness policy is integrated with our lab safety policy. Taking the time to clean and organize at the end of a studio class and/or open lab is EVERY students responsibility. A clean workspace is not only safer, but also benefits students by increasing efficiency, reducing machine wear, and ultimately reducing overall costs.

Clean tool or machine after each use.

Return machine to its original position.

Remove any bits or blades YOU installed.

Sweep off machines BEFORE sweeping the floor.

Sweep up or remove debris around machine.

Return bits and tools to their correct storage place.

Clean up BEGINS 20 minutes before the end of class.

Do not leave personal property unaccounted for.

Do not block pathways with projects.

Agreement

I agree that the above clean-up policy is an important component of establishing a culture of safety in our laboratories. These are general rules and I realize that every machine may require specific cleaning procedures that will be covered during lecture and/or demonstration. I understand that my participation in shop clean-up is imperative to the well being of the program, and failure to comply can result in revocation of laboratory privileges.

Student's Signature / Date

Instructor Signature / Date