MACHINE SHOP RULES

1. Students are not permitted to work without a Supervisor in the Machine Shop. An approved Florida Tech paid employee must be present at all times.
2. Immediately upon entering the shop, all students must scan their I.D. card and place their printed I.D. label on themselves in a visible location. If a label does not print, please see shop staff.
3. When working in the shop, two people must be present at all times.
4. “Buddy’s” are not to touch machinery controls.
5. Safety glasses must be worn at all times. Tinted or Sunglasses are not to be used in the shop.
6. No sandals or open-toe shoes. Work boots or street shoes ONLY.
7. Do not wear loose clothing or jewelry. Tie back long hair.
8. Safety Data Sheets must be supplied on materials not listed in shop SDS book before work can begin.
9. Dispose of waste according to the SDS sheets and posted signs.
10. No part washing in the sinks. Sinks are for hand washing only.
11. Do not lay rags on lathe, mill or moving machinery.
12. Do not enter the shop under the influence of drugs or alcohol. This includes any prescription or over the counter medication that impairs your ability to work safely in the Shop.
13. All metal scraps and cuttings are to be disposed of in the proper recycling drum. Do not put trash or metals of unknown composition into the recycling drums. Separate plastics.
14. Do not throw anything away unless you are certain it is unusable. If in doubt ask the Supervisor.
15. Do no enter material storage area without permission.
16. Accidents, broken tools and/or machine problems must be reported immediately to the Supervisor. The Lab Director and faculty will be notified to determine possible disciplinary action when failure to report a problem promptly, lying, or false statements take place.
17. Only certified students are allowed to operate the equipment of which they are certified to use. Uncertified students who operate equipment will be subject to disciplinary action.
18. Students should never talk on a cell phone while operating equipment.
19. The Supervisor must check all machine setups before machine operation begins.
20. After proper instruction, the use of compressed air for cleaning parts/work surfaces is acceptable.
21. No arguing or horseplay in the shop.
22. No eating or drinking in the shop.
23. Tools are not to be removed from building 538.
24. Oily rags are to be disposed of in the closed lid “Oily Waste” containers.
25. Put tools back to where they belong.
26. Clean off machines and/or tools after use.
27. Students who tamper with Shop equipment will be subject to disciplinary action.

I understand that I must follow all the above safety regulations when working in the machine shop.

Student Signature: ____________________________ Date: ____________________________

Print Name (legibly please): ____________________________ Student I.D.# ____________________________

Approved By: ____________________________ Date: ____________________________
LIABILITY RELEASE, WAIVER, DISCHARGE
AND COVENANT NOT TO SUE

STUDENT NAME: ____________________________________________

ACTIVITY __________________ Machine Shop Training and Use

THE UNDERSIGNED EXPRESSLY AGREE TO ASSUME ALL RISKS OF DAMAGE OR INJURY, INCLUDING DEATH, WHICH MAY OCCUR AS A RESULT OF OR ARISING OUT OF THE ACTIVITIES. WHETHER SUCH INJURY OR DAMAGE OCCURS AS A RESULT OF THEIR NEGLIGENCE OR THE FAULT OF ANOTHER OR FOR ANY REASON WHATSOEVER.

On behalf of myself and my heirs and next of kin, and any legal and personal representatives, executors, administrators and assigns (hereinafter collectively “My Representatives”), the undersigned hereby releases, waives and covenants not to sue Florida Tech, its parent, subsidiary and affiliated companies, and their respective officers, directors, trustees, employees, agents and independent contractors (hereinafter collectively the “Released Parties”), with respect to any and all liabilities, claims, demands, causes of action, damages, losses, costs or expenses (including court costs and attorneys’ fees) of any kind or nature whatsoever (hereinafter “Liabilities”) which may arise out of, result from, or relate in any way to my participation in the Activities, including without limitation Liabilities related to injuries to my death, or damage to or loss of my property, and including without limitation claims for Liabilities caused in whole or in part by the negligent acts or omissions of the Released Parties. I further agree that if, despite this Agreement, I, or anyone on my behalf, makes a claim for any Liabilities against any of the Released Parties, I will indemnify, defend and hold harmless each of the Released Parties from and against any such Liabilities which may be incurred as a result of such claim.

The undersigned further agrees to indemnify and hold Florida Tech and the other Released Parties harmless from any liability, claim, demand, cause of action, loss, cost, damage or expense (including court costs and attorneys’ fees), which arises out of, results from or relates in any way to any actual or claimed negligent, intentional or wrongful act or omission by me in connection with my participation in the Activities.

The undersigned further consents and authorizes the representatives of Florida Tech on the undersigned behalf to obtain any necessary medical treatment or hospitalization or such other care necessary for the health and welfare of the undersigned, and the undersigned agrees to be responsible for and pay the costs of such medical treatment or hospitalization.

This agreement shall be legally binding on the undersigned and my representatives. This agreement shall be governed by the laws of the State of Florida, USA (without regard to conflict of law provisions).

The undersigned has read the foregoing release of liability and the indemnification agreement and acknowledges that the provisions are contractual and not a mere recitals and understands that they are bound by the terms hereof by placing her or his signature hereon.

THIS IS A RELEASE OF YOUR RIGHTS. READ CAREFULLY BEFORE SIGNING

Student Signature: __________________________________________

Date: ____________________________________________________________________