



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 not 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 THEIR WORK. WHETHER SUCH INJURY OR DAMAGE OCCURS AS A RESULT OF THEIR NEGLIGENCE OR THE FAULT OF ANOTHER OR FOR ANY REASON WHATSOEVER.

The undersigned agree to waive, release and covenant not to sue or bring any legal action or proceeding against Florida Institute of Technology ("FIT"), their employees, agents, officers and directors, board of trustees, legal representatives, insurers, successors ATIMA, from or on account of any and all claims and causes of action of any sort whatsoever, including but not limited to those arising from any dispute, property damage, bodily injury, medical expense, pain or suffering, loss earnings or profits or any kind of expense, loss of services, cost, judgment, claim or demand, at law or in equity, whether known or unknown, foreseen or unforeseen, present or future, which you may now have or may hereafter have, on account this consignment of your cooperation or your participation in these activities, including any negligence on the part of FIT their employees or agents.

The undersigned further agree to indemnify, defend and hold harmless FIT.

The undersigned further consents and authorizes the representatives of FIT 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 your spouse, heirs, successors, assigns, survivors and estates. The 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 acknowledge that the provisions are contractual and not a mere recital, and understand that they are bound by the terms hereof by placing their signature hereon.

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

Student Signature: _____

Date: _____

Academic Accommodations: Florida Tech is committed to equal opportunity for persons w/disabilities in the participation of activities operated/sponsored by the university. Therefore, students w/documented disabilities are entitled to reasonable educational accommodations. The Office of Disability Services (ODS) supports students by assisting w/accommodations, providing recommended interventions, and engaging in case management services. It is the student's responsibility to make a request to ODS before any accommodations can be approved/implemented. Also, students w/approved accommodations are encouraged to speak w/the course instructor to discuss any arrangements and/or concerns relating to their accommodations for the class. Office of Disability Services (ODS): Telephone: 321-674-8285 / Email: disabilityservices@fit.edu / Website: www.fit.edu/disability.