

The Department of Mechanical Engineering

Machine Shop Hours:

Monday - Friday 8:00AM to 5:00PM.

Lunch Hour Closure: 12PM – 1PM

The Department of Mechanical Engineering requires for the safety of all persons in the Machine Shop to follow the steps below **BEFORE** accessing/volunteering in the Shop:

In order to access OR volunteer in the shop, you **must** complete the steps below in the numerical order they appear:

	1. Complete the UCR's EH&S online Safety Laboratory training. http://ehs.ucr.edu/training/online/Iso/indexlms.html , and retain a printed copy of completion with date to be attached to your Volunteer packet .
____ (ME Staff)	2. Schedule an appointment to meet with Louis Sandoval (lsandoval@engr.ucr.edu) or Robert Godoy (rgodoy@engr.ucr.edu) to complete your volunteer packet. The appointment will need to be scheduled during our administrative office hours: Monday-Friday, 10AM -12PM or 2PM -4PM. BRING A COPY OF THE ONLINE SAFETY TRAINING COMPLETION TO THE APPOINTMENT.
____ (ME Staff)	3. Volunteer packet completed.
____ (Matt or Steve)	4. Review and sign the Machine Shop Chemical Hygiene Plan located in the Shop with Matt/Steve.
____ (Matt or Steve)	5. PASS the basic shop safety test. The study materials and test are available with Matt/Steve. (Check machine shop quarterly schedule for exam dates; All sales & Services rates apply)
____ (Matt or Steve)	6. OPTIONAL - To use the <i>lathe and the mill</i>, you must have completed the training and PASSED the milling or lathe test (depending on the machine you are using) and be certified for use from Matt McCormick. (Check machine shop quarterly schedule for exam dates; All sales & Services rates apply)

The following procedures **MUST** be followed at all times:

- You will be **REQUIRED** to wear the appropriate personal protective equipment, which includes but is not limited to long pants, closed toe shoes, and safety glasses.
- You must also wear a name badge while working in the shop. You will be issued a badge upon completion of the packet and required tests by a Machine Shop staff member. The badges are kept at the entrance of the shop.

Check with Matt for the ME Shop Quarterly Schedule and availability.

Other forms may be required for the following:

Machining Work - You will need to complete a requisition form. Please include a fund source to charge with PI approval.

I, the undersigned have read and understand the above information. Please fill out the below information.

STUDENT NAME: _____ SIGNATURE: _____ DATE: _____

DEPARTMENT: _____ TITLE: _____ SID: _____

PURPOSE of SHOP ACCESS:

ME Office Approval: _____ Date: _____