



Safety Compliance Contract

Artisan & Fabrication Laboratories (AFL)

Safety Statement

In the AFL, Safety is truly our **#1 priority**. The AFL staff is determined to provide a safe, clean, and efficient lab for students to complete their project work.

My Obligation

I agree that I must read, understand, and comply with this document and successfully pass a safety quiz in order to gain access to the Artisan & Fabrication Laboratories (AFL). I agree to never use the equipment without the machine specific training and required supervision. I agree that I will always stop and ask questions before proceeding beyond my comfort level.

Safety Regulations

- **Safety Glasses** – I am responsible for providing my own ANSI Z87+ approved safety glasses and wearing them **at all times** while in the AFL. I will wear safety glasses over my prescription glasses unless my glasses have side shields and I provide documentation showing that they are ANSI Z87+ approved.
- **Hearing Protection** – I understand that normal noise levels in the AFL do not require the use of hearing protection. However, if I desire to wear hearing protection, ear plugs may be provided to me. Further, I will wear hearing protection whenever instructed to do so by an AFL employee.
- **Other Personal Protective Equipment (PPE)** - I understand that additional PPE (supplied by the AFL) may be required for particular machines. I will wear any necessary PPE when operating a machine.
- **Proper Attire** – I will wear ankle-length pants while in the AFL. I understand that loose hair and clothing are extremely dangerous. While in the AFL, I will ensure that any loose clothing is properly secured, and long hair is tied back.
- **Close-toed Shoes** – I will wear appropriate footwear (fully enclosed shoes) while in the AFL. I understand that inappropriate footwear includes sandals, high heels, open-toed shoes, etc.
- **Jewelry** – I will remove all rings, necklaces, bracelets and dangling earrings before operating any machinery or using any tools.
- **Safe Lifting Techniques** - I will not lift any objects over forty-five (45) pounds without proper PPE. I will use safe lifting techniques and use extreme caution whenever lifting heavy objects
- **Injuries** – I will immediately report any injury to the AFL supervisor or AFL employee regardless of how minor it may seem. If an injury requiring medical attention occurs while I am in the AFL, I understand that I should immediately dial 911 and tell the operator my location – The Artisan & Fabrication Laboratory in Armstrong Hall, Room B089/B103. Phones are available in the AFL office area or near the front desk.

Operating Regulations

- **Check-in/out** – I will check-in entering the AFL as well as check out upon exiting.
- **Food/Drink** – I understand that no food or drinks are allowed in the AFL.
- **Name Badges** – I agree to always wear and display my AFL issued name badge while in the AFL.
- **Materials** – I am responsible for supplying my own material and material safety data sheets (MSDS). I understand that unidentifiable material may not be used in the AFL. I also understand that misidentifying the material being used can pose extreme danger.
- **Project Submittal Process** – I understand that only approved projects may be worked on in the AFL. I agree to always submit projects and gain approval using the tools on the AFL website.
- **Scheduling** – I understand that certain equipment in the AFL requires scheduling. I agree to only use this equipment during my approved, scheduled time.
- **Machine Operation** – I will obtain permission from an AFL employee *before* operating any machines or tools. I agree to only operate a machine in the manner demonstrated on the machine's standard operating procedure (SOP). I acknowledge that I am responsible for understanding the information on the SOP. I also understand that the PPE required for each machine is listed on the SOP. I will never remove the guards or safety equipment from machinery. Further, I will utilize all guards and equipment as intended. If a machine makes an unusual noise, or acts in a suspicious manner, I will shut it down immediately and notify the AFL supervisor or another AFL employee.
- **Clean Up** – Before leaving any machine, I will thoroughly clean the work area. This includes any sawdust, metal chips or spills that I produce. Further, if the work area I am using has not been previously cleaned, I will notify an AFL employee and help clean the area.
- **Tool Return** – I will return any tools, instruments, etc. to their proper storage location immediately after using them. I will not take any tools out of the AFL unless explicitly granted permission by the AFL supervisor.
- **Storage & Assembly** – I understand that the AFL may not be used for storage or assembly of projects.
- **Managing Distraction** – I will not be distracted by any devices while operating machinery in the AFL. I will be courteous to others working around me. I will not engage in disruptive communication or interfere with others around me.
- **Operating Equipment Under the Influence** – I will not enter the AFL while under the influence of alcohol or drugs. I understand that many over-the-counter medications warn against operating machinery while under their influence. If I have consumed any alcohol or have taken any such medications in the last 8 hours, I will **not** operate machinery in the AFL.

My Commitment

- By granting my electronic signature through the AFL website, I certify that I have read and agree to comply with the AFL safety contract. I understand that my electronic signature of this document is valid for one academic year (August 1st – July 31st), and must be renewed on a yearly basis.
- I am aware that the AFL is available to all students, faculty and staff at Purdue University.
- I realize that I may be asked to leave the AFL for non-compliance with any of the above rules. If asked to leave the AFL for any reason, I agree to follow such directions.
- I acknowledge that I have an obligation to keep the AFL tools and machinery in good working condition. I can be held financially responsible for replacement and/or repair of tools or machines that I damage through neglect or willful harm.