



# APRIL Machine Shop

## General Safety Guidelines

### IN AN EMERGENCY DIAL 911

Phone is Located on Grinding Bench to the Right of the Door

#### Shop Location

BBB 3932  
2260 Hayward St

#### Machine Shop Responsible Person

Justin Tesmer  
jtesmer@umich.edu  
734-274-1148

#### The Three Laws

1. **NEVER** work alone!
2. Wear proper Person Protective Equipment (PPE) and machine shop attire
3. Fully understand the equipment you are using and the task you are performing

#### Access to APRIL Machine Shop

Access to the APRIL Machine Shop will be granted only to those who have completed the following requirements:

1. Obtain proper machine shop training in mill, lathe, cutting and drilling operation. Acceptable training programs include training through the ME Shop, the LSA Shop, or directly through the APRIL Shop. APRIL Shop training is for APRIL Lab members only, but may be given with the approval of Prof. Edwin Olson.
2. Attend an APRIL Shop orientation with the Machine Shop Responsible Person (MSRP) which covers Shop Equipment Operation and Chemical Hazard Training.
3. For persons who are not a member of the APRIL Lab, you must send an email the MSRP at the contact listed above whenever you access the shop to use the equipment. The email must include your name, the name of your machining buddy the hours you plan to use the shop, and the equipment you plan to use.

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Failure to adhere to the access or safety policies will result in revocation of shop access

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#### Personal Protective Equipment and Shop Attire:

While operating shop equipment, the following PPE and attire guidelines **must** be met:

1. Safety glasses (ANSI Z87.1 certified) with side-shields must be worn  
(safety glasses are available in the bin beside the door.)
2. Longs pants
3. Close toed shoes
4. Long sleeves rolled up
5. Long hair pulled back
6. Rings, bracelets, large earrings, and necklaces removed

When operating under the specified conditions, the following PPE guidelines **must** be met:

1. Hearing protection when operating equipment above 80dB  
(hearing protection is available by the Mill and the ShopBot)
2. Respiratory protection when sanding or grinding  
(dust masks are available on the grinding bench)

### **Emergency Procedures**

1. UofM Department of Public Safety can be reached by dialing 911 on any UofM phone including the shop phone located to the right of the door.
2. If dialing 911 from a cell phone, TELL THEM YOU ARE AT UofM
3. Familiarize yourself with the closest evacuation route (out the shop door, turn right, exit the north side if the building).
4. Know the locations of closest:
  - a. Emergency eye wash station (by the sink in the rear of the shop)
  - b. Fire extinguisher (to the left of the shop door below the safety glasses)
  - c. First Aid Kit (under the sink)
  - d. Fire Alarm Pull (out the door, turn right, down the hall on the right by exit)
  - e. AED (by the elevator)
  - f. Phone (on the grinding bench to the right of the door)
5. Review the UofM Emergency Response Guide (poster on inside door of shop)

### **Accident and Injury Reporting**

In the event of an accident requiring medical attention, call 911 immediately.

If a shop user is injured in the workplace, the following procedure must be followed:

#### **Shop User:**

1. Report the incident to your supervisor/PI and the MSRP

#### **Supervisor:**

1. Complete the [Work Connections Injury/Illness Report Form](#)
2. Fax it to (734) 936-1913
3. If the employee needs medical treatment, refer them to one of the below Treatment Facilities
4. Send a copy of the form with employee as authorization for medical treatment

### **Treatment Facilities:**

#### **Employees:**

##### **UofM Occupational Health Services**

*Mon-Fri 7:30am-4:30pm*

C380 Med Inn Building

1500 Medical Center Drive

(734) 764-8021

#### **Students:**

##### **University Health Services**

*Mon-Fri 8:00am-4:30pm, Sat 9:00am-12:00pm*

*Hours may vary during Summer Session and Winter Break*

207 Fletcher St

(734) 764-8320