



# Cornell University

## College of Human Ecology Digital Design and Fabrication Studio

### Safety Agreement

I, \_\_\_\_\_, the undersigned, have read and understood each section of the Digital Design and Fabrication Studio Student Handbook and Policy Guide, and by signing this document agree to abide by all included rules, and regulations.

#### **General Rules of Safety:**

1. I agree to never work alone or when impaired.
2. I agree wear safety glasses at all times.
3. I agree to wear closed toed shoes and appropriate attire at all times.
4. I agree to avoid distraction – no ear buds or headphones at any time.
5. I agree to not let unauthorized people into the Studio.
6. I agree to report any injuries immediately to the shop supervisor.
7. In case of an accident or emergency I agree to hit the safety stop and use the emergency call box to call Campus Police.
8. I agree to act as a good citizen – I will demonstrate respect for myself and others. I will clean up after myself.

#### **Rules for Safe Operation of Machines and Tools**

1. I agree to think through the entire job before I begin.
2. I agree to use the correct tool for the job and to know the limitations of each machine - if I do not, I will ask the shop supervisor.
3. I agree to keep all guards in place.
4. I agree to ensure the work and cutting tools are clamped securely in place.
5. I agree to check the machine for correct set up and free and clear movement.
6. I agree to keep my fingers clear of the point of operation.
9. I agree to concentrate on the work and the machine at all times.
10. I agree not to talk to, bump into, or otherwise distract another person who is in the process of operating a power tool.
11. I agree not to walk away from a tool until have completed the machine operation, turned off the tool, & allowed the blade, bit, or sander to come to a complete stop.
12. I agree to clean up and properly dispose of scrap materials and saw dust generated by the operation of the power tool.
14. I agree to return tools, bits, accessories, clamps, extension cords and other items used during the power tool operation to their proper storage place.

I understand that if I violate said rules and regulations my privileges in the D2FS studio may be suspended, or revoked.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_