

STUDENT PRINT SHOP RULES

For Yourself

Never work alone – a Supervisor or Monitor must be present at all times for undergraduates. Undergraduates must also check in upon arrival in the shop.

Safety glasses must be worn whenever working with chemicals, during roller cleaning, and any other activity where a risk of eye injury exists.

No loose clothing may be worn in the shop work area, including ties, scarves, and loose sleeves. Open-toed shoes, short pants, or skirts are also prohibited. Jewelry must also be removed before beginning work.

Long hair must be tied up and secured (not hanging), or tucked in a hat or hairnet. Long beards must also be contained.

Focus on your work at the machine. Cell phones, mp3 players, and other personal electronic devices can be dangerously distracting. Do not use them when working at a machine. Loud music is prohibited.

For the Shop and Equipment

Supervisors and Monitors have full authority over the shop and its safe use, including the responsibility, authority, and obligation to prohibit shop or tool access for the safety of an individual, others in the shop, or equipment.

Approval to operate power equipment must be obtained prior to use.

All guards and shields must be secured and in place prior to operating equipment.

Do not use damaged equipment, equipment that has been tagged out of service, or equipment that does not appear to be operating normally.

Aisles, exits, and access to emergency equipment must be kept clear at all times.

Cast print type often contains metallic lead. Protect yourself by not eating or drinking in the shop, and washing your hands thoroughly when finished working. Use only damp wipes or the HEPA filtered vacuum cleaner for room or surface cleaning.

EMERGENCY CONTACTS:

911

203-785-3555

203-432-0123

MEDICAL, POLICE, OR FIRE EMERGENCIES

YALE ENVIRONMENTAL HEALTH & SAFETY

YALE HEALTH – MINOR MEDICAL ISSUES