

Safety training

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Division of Design and Manufacturing Ookayama

Technical department

Tokyo Institute of Technology

You must follow the rules below when you work in the machine shop.

Also check “Safety Precautions When Operating Machinery” on the “Safety hand book”.

General notice

- No open toed shoes and loose clothing (for example, sandals and a white lab coat)
- Never wear gloves when you operate machines.
- Always keep your hands free.
- Keep your hands and face away from machines in operation.
- Don't use broken cutting tools.
- Must use tools when you remove chips and burrs after you cut workpieces.
- Place workpieces lower than your waist.
- Use a cart when you move heavy objects, so as not to hurt your back.
- Use waste clothes when you touch workpieces after cutting, sometimes workpieces are hot.

1. Machine shop is open from 9 am to 5 pm except for lunch break (0:15 pm to 1:15 pm)

Finish your work within the above mentioned time including tidying up and cleaning of/around the machines you used.

As a general rule, overnight occupation and a reservation of machines are not accepted.

Check “Machine shop open schedule” on our web site before you come because occasionally the machine shop is closed.

2. Wear long sleeve shirts and long pants when you work in the machine shop

It is much safer to cover your skin because there are a lot of sharp things in the machine shop.

Since you might get dirty with oil, your best clothes are NOT recommended!

3. Bring drawings that show the product to be manufactured

The drawings are helpful for us to advise you how to make it.

4. Wear protectors (a cap, safety glasses, safety shoes) when you work.

You must wear safety glasses even on your own glasses

These protectors are equipped in the machine shop for free use.

5. Keep your student/staff ID in a "name tag holder" while you are in the machine shop.

You need to register on the PC before you start to work with machines, therefore you must bring your ID card.

6. Let staffs know before and after your work.

7. Check notes on each machine and the walls before you start to work.

Since the notes are written in Japanese, ask staffs when you don't understand them.

8. You must operate a machine by yourself. Cooperative operation is very dangerous.

9. Follow the staff's instruction while you are in the machine shop.

10. Separate chips by the type of materials. They will be recycled.

11. Tools and measuring instruments are in-shop use only.

12. If you get hurt, please tell us.