

1 Emerson Lab Operating Rules and Procedures

These rules apply to anyone wishing to use the machine tools located in the Emerson Lab's Product Realization Facility. They are general in nature and do not necessarily cover the safe operating procedure for each piece of equipment. Please refer to the Training Policy concerning this facility for additional information.

1. Safety glasses are to be worn at all times when performing any work in the lab, during instruction and during cleanup. Approved safety glasses must have safety rated frames and side shields as well as safety lenses. Users are to provide their own glasses.
2. All lab users must check in with the area supervisor before starting any work. All lab users must also sign in on each piece of equipment before doing any work on it. All required information must be entered legibly. Users must obtain a replacement for full sign in sheets.
3. Sandals or shoes with open toes and/or tops are not to be worn in the lab.
4. No gloves may be worn while operating equipment, except in the welding area or by special arrangement.
5. Users are required to clean up all chips, dirt, oil, etc. produced by the use of any piece of equipment. Compressed air is not to be used to clean machines.
6. All tools and equipment are to be returned to their proper location before the user leaves the lab. This includes brooms and dustpans.
7. No vises, fixtures, etc. are to be altered, disassembled, or changed from their standard set up without prior approval. If approval is granted, it is the user's responsibility to return all such altered equipment to its original condition before leaving the lab.
8. No equipment is to be left running while physically or mentally unattended.
9. Hours of operation are 8:00 AM to 4:30 PM, Monday through Friday, or as posted. Changes in lab operating hours will be posted 24 hours in advance when ever possible. Cleanup starts 20 minutes before the posted closing time and is announced by a bell. At that time all work is to stop.
10. Work may be left set up in a machine for a maximum of two hours without prior approval. After that time, work may be removed to make the equipment available for other users.
11. Any personal injuries are to be reported immediately. Those giving first aid to others should use the gloves provided to protect themselves from blood borne disease. All injuries must be reported immediately. Depleted first aid supplies should also be reported immediately.
12. Any damage to the machines, tools, fixtures, etc. must be reported immediately.
13. No food or drink is permitted in the lab. No audio equipment, either with or without headsets may be operated in the lab.
14. Users must receive proper instruction on each piece of equipment prior to using it for the first time. Typically, this will occur in during a regularly scheduled training program.
15. Users must not take any actions that may injure or distract other users and/or result in damage to equipment or the work of others.
16. Unauthorized removal of any tools or materials from the lab is theft.
17. Machining of materials other than aluminum and steel must have previous approval. No sanding, milling or turning of wood is permitted in this facility.

2 Lab Aprons

Individuals completing the approved training program, or who are able to provide evidence that they have completed similar training elsewhere, will receive a red apron to wear for while they are in the lab. A Cornell ID must be surrendered to receive the apron. The red apron will give the wearer access to all the equipment in the Product Realization Facility except the Harrison lathe and newest Bridgeport milling machine. After one year of successful lab use an individual will will receive a green apron when checking in. This entitles the wearer access to all of the conventional machine tools available. Violation of the above rules and policies may result in a individual being demoted back to red apron status along with the other consequences listed below.

2.1 Violations

First offense White card - verbal warning.

Second offense or any serious infraction: Yellow Card - user is unable to use the facility for one full day of scheduled lab time immediately following the offense. (A yellow card may be issued for a first offense if the infraction is serious in nature.)

Third offense or any offense creating a dangerous situation: Red Card - user is unable to use the facility for a minimum of one full week of scheduled lab time immediately following the offense. (A red card may be issued for any offense that creates a dangerous situation.)