Safety Regulations and Agreement for Student Organizations Using M.E. 
Department Shop and Lab Facilities

Your signature on this form indicates your willingness to abide by all shop & laboratory safety and 
equipment usage regulations and guidelines; and furthermore, to unfailingly practice all necessary and 
appropriate safety precautions in using these facilities. Specifically, these regulations include, but are 
not limited to:

(1) I agree to never work alone in a shop and lab; there must always be a second person present

(2) I agree to never use any equipment unless I am thoroughly familiar with its safe and proper 
operation.

(3) I agree to utilize all safety equipment (safety glasses, gloves, hearing protection, breathing 
protection, etc.) as necessary and appropriate to the situation at hand.

(4) I agree to abide by all necessary precautions and utilize appropriate ventilation when dealing 
with hazardous and/or flammable chemicals and materials.

(5) I agree to abide by all electrical safety procedures when operating electrical equipment.

I, ___________________________ (print name), being of sound mind, and understanding the risks involved 
in participating in any student project activity involving the use of laboratory and/or shop facilities, do 
hereby agree to faithfully and consistently abide by all the safety regulations as described above, and to 
conduct all work in a safe and proper manner. Furthermore, if I observe any other individuals not 
abiding by these regulations, I will bring this to the immediate attention of the Student Organization 
Advisor, the M.E. Machine Shop Technician, and the M.E. Dept. Chair.

Failure to abide by these regulations will result in the loss of access and use of the M.E. Dept. facilities 
for the individual and/or Student Organization involved.

Signature of Student  ______________________
Date __________________________

Signature of Student Organization’s Faculty Advisor  ______________________
Date __________________________

Signature of M.E. Dept. Chair  ______________________
Date __________________________

Document located on ME Server in folder “a Safety Policies”