

ARC SpaceShop – Safety and Shop Rules

The ARC SpaceShop is a facility to encourage and facilitate the ARC community to collaborate their ideas and gain hands-on experience in the design, fabrication and testing of innovative technologies that pertain to NASA's mission. In order to maintain a safe working environment, the following safety rules shall be observed by all individuals entering the SpaceShop fabrication area.

General Admittance and Personal Safety:

- Each User **shall** receive the appropriate safety training prior to gaining access to the ARC SpaceShop.
- Each User **shall** read and acknowledge this list of "ARC SpaceShop Safety & Shop Rules," and agree to compliance of all rules by signature of this form.
- Each Civil Servant and Contractor **shall** be current in their annual Centerwide Safety training.
- Users **shall** wear proper eye protection at all times when in the shop area, and outside work area when fabrication activity is on-going.
- Visitors **shall** be accompanied by a qualified user/staff member and may only observe and perform minor assembly functions (e.g., insertion of fasteners); use of powered tools or equipment is not permitted.
- Users **shall** use brush or appropriate scraper or tool to clear material shavings from equipment.
- Users **shall** always clean table, floor, and machine after use, and make sure all material does not accumulate and become a fire hazard.
- Oily rags and solvent rags **shall** be disposed of in their designated SAA containers, respectively.
- When not in use, all flammable liquids **shall** be stored in the appropriate cabinet.
- All rechargeable batteries **shall** be stored away from flammable materials as they can spontaneously combust. Battery chargers **shall** be used away from combustible materials.
- Users **shall** be aware of hazards associated with "stored energy devices." Some examples are: capacitors, magnets, springs, shock absorbers, pneumatic systems, batteries and bottled gases.
- Sharp objects such as razor blades **shall** be disposed of in the designated container.
- Users **shall** immediately report any hazardous condition, close call, mishap, injury or accident to the on-duty Shop Manager.
- Users **shall not** wear open-toe shoes in the manufacturing shop area.
- Users **shall not** wear long sleeves, ties, loose clothing, jewelry and loose long hair as these can get caught in moving machinery.
- Users **shall not** touch or move other projects, or any equipment or hardware in which unfamiliar without the consent of the project lead or on-duty Shop Manager.
- Users **shall not** conduct themselves in a manner detrimental to themselves or others around them (e.g. horseplay) at any time.
- Users **shall not** bring any food or drink in the shop area.
- Users **shall not** lift heavy objects (greater than 40 lbs.) without assistance; wear steel toe shoes (or shoe safety clips) when working around and lifting heavy objects.
- Users **shall not** operate any powered equipment without oversight of others (e.g. another user or Shop Manager).
- Chemicals **shall not** be brought into the ARC SpaceShop facility without prior consent of the SpaceShop Manager or their designee; in addition, the user shall verify for each chemical used a MSDS is in the ARC system and included in the SpaceShop MSDS binder.

General and Specific Equipment Operations:

- Users **shall** only use equipment in which they are checked out and qualified to use per the SpaceShop Qualified Users List.
- Users **shall** wear the recommended Personal Protective Equipment (PPE) as described for each piece of equipment and operation.
- Users **shall** use push sticks and work holding devices to prevent hands and fingers from coming into close proximity of rotating blades, cutters and moving equipment.
- Users **shall** immediately report any broken tools or suspicious sounds coming from equipment to the on-duty Shop Lead.
- Users **shall** keep rags away from rotating machinery; only use rags on stopped machinery.
- For larger projects or tasks, Users **shall** help spot for others (e.g., large plywood sheet in scroll saw or carrying large pieces of material).
- Users **shall** make sure that all electrical tools and equipment are unplugged when not in use.
- Users **shall** not leave a running machine unattended without notifying SpaceShop Manager.

Work Tasks and Projects:

- For each new project, the project lead **shall** complete an "ARC SpaceShop Project Information Form" (form SS-005), and submit the form to the SpaceShop Manager for evaluation.
- The SpaceShop facility **shall not** be used for any commercial or personal projects.

General Operations and Training:

- Users **shall** adhere to the SpaceShop hours of operation, and perform work only during those hours. Exceptions must be approved in advance by the Shop Manager.
- Users **shall** always cleanup the shop area, put tools away in proper locations and store projects in assigned space at the end of the work period.
- Users **shall** take a shop safety renewal course annually.

I have read the rules of the ARC SpaceShop, and agree to comply with all rules. I understand that any non compliance of the rules may result in complete loss of privileges of the facility and possible notification to my supervisor/manager or contract manager.

Signature and Date: _____

Printed Name: _____