

# SAFETY RULES FOR NCKU MACHINE SHOP

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- 1.Factory access exclusive to authorized personnel.
  - 2.Food and beverages are not allowed in the machine shop.
  - 3.Smoking and playing are strictly prohibited inside the machine shop.
  - 4.Inadequate wearing such as shorts, short sleeves, skirts, high heels, and sandals are not allowed.
  - 5.Wearing safety goggles, masks, safety shoes, and helmet for operating any machines or equipment.
  - 6.Be familiar with instructions before operating machines. DO NOT start or operate any machines without permission. Students must obey instructions from teaching staff and technicians.
  - 7.Check if workpieces and tools are securely fastened before operating machines. Also, please keep distance from rotational machinery.
  - 8.Please pay attention and DO NOT talk to others during machine operation.
  - 9.Machines must be fully stopped before any measuring, cleaning, refuel, and adjusting tasks.
  - 10.DO NOT wear gloves while operating machines. Long hairs should be tied.
  - 11.DO NOT stop machines using your hands or body.
  - 12.Remove or modify any machine components without permissions is strictly prohibited.
  - 13.Warning sign should be placed on malfunction machines and they are not allowed to operate before fully repair.
  - 14.DO NOT manipulate electrics switches with wet hands or any wet stuff.
  - 15.Operators are not allowed to leave the workplace when the machines are still running.
  - 16.In a student group, only one person is allowed to operate the machine at each time.
  - 17.Operating machines individually in off-time is prohibited.
  - 18.The location of nearby fire extinguishers, first aid kits, emergency eyewash, and shower equipment should be bared in mind and be familiar with their operating procedures.
  - 19.Always keep floor clean, do not put any hand tools or leave greasy dirt and liquids on the ground.
  - 20.Person in charge or the last person leave the workplace should close doors, windows and shut down electronic devices.
  - 21.Operators are responsible for cleaning up machines and workplace after finishing their tasks.
  - 22.Students violate the above rules may not allow to enter the shop for operating machines.
  - 23.Please call fire department (119), safety and NCKU hygiene center (ext.51133), or NCKU safety center (ext.55555) in encountering any accidents in the shop.