A&A Shared Capstone Workspaces AERB RM120: Rules and Policies
Revised: February 2019

Shared Workspace rules will be followed very strictly. You may be prohibited from using the lab, if you handle chemicals improperly, cut/grind composites, bring food into room, or store storage items. (Refer to Laboratory Safety Manual).

Training
1. Before you start working in the Workspace you must have completed, passed and emailed documents of completion to Supervisors for the following courses found at:
   a. Hazard Communication (HazCom) training – online
   b. Fume Hood Training – Online (Project dependent. Discuss with supervisor)
      https://www.ehs.washington.edu/training/fume-hood-training-online
   c. Electrical Safety, Basics – Online
      https://www.ehs.washington.edu/training/electrical-safety-basic-online-safetysmart
   d. Fire Extinguisher Training – Online
      https://www.ehs.washington.edu/training/fire-extinguisher-training-online
   e. Managing Laboratory Chemicals – Online
      http://www.ehs.washington.edu-psotrain/corsdesc.shtm

2. It is strongly recommended that you also become machine shop certified.

Lab Access and Supervision
Limiting and controlling access is critical to preventing untrained or unauthorized persons from incurring injury. This is particularly true in an academic setting where a shared workspaces maybe part of a group of rooms in a large building with hundreds of occupants.

1. Workspace is access limited to students that need to complete Capstone or course related projects.
2. Work within the projects allocated spaces. Anyone using more than their allocated space, will be given a warning and opportunity to correct. If corrections are not made in a timely manner, then individuals or groups will be banned from using the space.
3. Sign in/out of the lab every time you enter or leave.
4. Volunteers are not allowed to work without supervision from leads/supervisor of their respective research groups.

General Rules
1. No food or drink is allowed in the lab.
2. No Alcohol or smoking is allowed. May result in permanent ban.
3. Wear safety glasses when necessary.
4. If you break any equipment please report it immediately. Do not use broken equipment (ie glassware, tools).
5. Do not move into other workspaces or block access. This is a shared facility so others will need to access and complete their work within deadlines.
6. Violation of rules will result in restriction of your room access privileges.
Housekeeping
1. Be respectful to other users
   a. Leave work area cleaner than you found it.
   b. Ask someone if you don’t know where you need direction.
2. Always cover your work surface with cardboard, paper, aluminum foil, etc. before using anything sticky.
3. No cutting, sanding, drilling, etc. of cured carbon fiber, fiberglass, wood in AERB RM120.
   a. Use carbon cutting tools and downdraft table in ME machine shop G32A.
   b. Consult with A&A machine shop for alternative solutions.
4. No dry sanding of any materials
   a. Keep dust out of your parts
5. If you spill it, wipe up the spilled material immediately and properly dispose of the waste.
6. Before you leave, sweep or vacuum your work area, including both the table and floor, empty any full trash cans.
7. Classroom materials must be approved for use by instructor or supervisors.
8. Avoid creating trip hazards by using overhead electrical drops and promptly putting away extension cords.
9. Space is limited. Only short term storage of project is permitted.
10. Room is not meant for storage. After work in complete, for the day, remove any items not designated to be in workspace ie personal items, consumables, chemicals, materials and parts.
11. If you need to leave a parts overnight or until project is completed let the supervisors know in advance, post a name, email address, phone number and time the part will be moved. Absolutely no long term storage of any part.

Chemicals Hygiene/ (see Spill SOP).
1. Read the Safety Data Sheet (SDS) or MSDS for chemical products that you will be using. Follow the instructions related to handling and storing.
2. Identify locations of all chemicals around the room, SDS/MSDS folder, emergency phone numbers, and emergency eye wash fountain and drench shower, first aid kit, gloves, safety glasses, and emergency exits.
3. All small containers MUST be labeled with a marker to indicate their content. These containers are called secondary containers.
4. No fume hood is present in AERB120. Consult with supervisor on alternative locations for resin and hazardous chemical work.
5. When possible always use secondary containers to transport chemicals (see Moving Hazardous Chemical Policy SOP). If larger containers of chemicals need to be used then place items in a bin on a cart. This way spills between labs to the shop can be minimized. After completion immediately return chemicals to their storage location (ie research lab)
6. Wear gloves, safety goggles when handling or working near hazardous chemicals.
7. Use fume hood for chemicals and sprays (see supervisor for fume hood accessibility).
8. Any parts larger then fume hood must consult with supervisor before using hood.
9. If you bring a new chemical into the lab, send a copy of the SDS to the supervisor at fspencer@aa.washington.edu. This must be approved by supervisor before using chemical in AERB RM120.
10. If larger containers are required, for transporting chemicals, use a tub on a cart that can be easily moved from point of usage and back to storage cabinets (i.e. located in research labs). This will reduce the likelihood of spillage.

11. Do not store hazardous chemicals on workbenches, leave opened containers or leave containers on floors. Containers that are not secondary containers must be returned to appropriate flammable cabinets. Discuss with supervisor and instructors where appropriate flammable cabinets can be found.

**Respirator Protection**
1. If work requires respirators, further training is required. We will need to know far in advance to schedule a respirator training.
2. Do not attempt to purchase your own respirators without this training.
3. Since all others sharing space will also need to use respirator, discuss with supervisor about scheduling time in the composites shop.
4. Training includes medical, fit test, storing of respirators, cleaning respirators.

**Tools**
1. Use tools only for their intended purpose. Screwdrivers are not chisels or pry bars. Wrenches and drill are not hammers.
2. Put away tools and materials even if they were out when you found them.

**Incident and Accident Reporting**
1. Report unsafe conditions to supervisor at fspencer@aa.washington.edu
2. For near misses, accidents fill out oars reports http://www.ehs.washington.edu/ohsoars/
3. Report accidents, spills immediately to Fiona Spencer (fspencer@aa.washington.edu) or Eliot George (ezgeorge@aa.washington.edu). For emergencies call 911.

_I have read and will adhere to the A&A Shared Capstone Workspaces AERB RM120: Rules and Policies._

Name (Print): __________________________________________

Signature: ____________________________________________

Date: ________________

Class/Research Group: __________________________________________

PI/Instructor: ____________________________________________