Safety Policy

Safe use of the Gorguze Family Laboratories (GFL), Wilson Student Team Project Center (WSTPC), their lab facilities, and equipment is a primary concern of ALL visitors, members, supervisors, and administrators.

I. Personal Protective Equipment

- **a.** Safety glasses are to be worn at all times in all areas. Safety glasses must meet OSHA Z87 standard (should be marked on glasses). Safety Goggles are not safety glasses and are only allowed in the wet lab. Safety Glasses are provided upon successful completion of Basic II project.
- **b.** Prescription eyeglasses are **not** safety glasses unless they are marked Z87 and have fixed side shields.
- **c.** Ear plugs are to be worn when damage to hearing may occur. Ear plugs are located throughout the Center near safety glasses boxes.
- **d.** Dust masks should be worn when performing activities that produce dust particulates. Dust masks are located in containers throughout the Center. Dust masks do not protect you from vapors, use a respirator instead. Respirator is available.

II. Clothing and Attire

Since the GFL and WSTPC can be used for welding, fabrication, grinding, and other potentially dangerous processes, the following articles of clothing will not be permitted:

- Open shoes (i.e. sandals, dress shoes, Crocs)
- Loose garments that might be caught in machines.
- Jewelry, rings, watches, necklaces, etc. that could catch in a machine.
- Dresses, skirts, or pants which do not cover the full length of the person's legs.

To prevent attire from becoming a safety hazard, the following measures are required of anyone entering the WSTPC shop:

- Any loose or flowing hair must be tied back in such a way as it will not come loose easily.
- Long sleeve shirts must have the sleeves rolled up above the elbow.
- Drawstrings on hoodies must be tucked in.

III. Supervision and Access

Only those who have undergone the Basic I and Basic II, successfully completed the training project, and have been confirmed may enter the shop and welding areas, and then only when a staff member is present. To weld or use any machines in the shop, additional training is required. Speak to a staff member or your team leader about this. If you do not have the appropriate training, you cannot use the machine, even if you think you are competent and have years of experience in another shop. Use the "buddy system" when working in the Center, i.e. make sure someone else is around when using tools.

IV. Injuries and Emergencies

The College of Engineering, WSTPC, and the EHS office should be notified of an accident or injury. In case of an accident, immediately remove the person from danger. Notify the staff member on duty, and/or call 911. After calling for help, assist the injured person. An injury report must be filled out and turned into the staff member on duty or emailed to staff members the next day if the incident occurred after hours. For minor injuries, there is a First Aid Kit located above and to the right of the drinking fountain in the Assembly area and another one located next to the bathroom in the G-Wing.

V. IN CASE OF AN EMERGENCY

Chemical Spill

Notify staff, or call (76)3-4568. If a very bad spill or leak, and if it seems appropriate, call 911.

Fire Alarm

Exit the building in an orderly manner and if necessary, go to the designated meeting area. The primary meeting area is in the Naval Architecture and Marine Engineering (NAME) parking lot on Draper. The secondary meeting place is the grassy area in front of the Space Research Building, on the other side of Hayward from the GFL. Try and be aware of who was with you, and make sure they have also exited, if you think someone is still inside, notify an authority figure. Become familiar with the fire exits and locations of fire extinguishers.

Severe Weather (Tornado, etc)

In case of a tornado or severe weather alarm, go into the hallway of the first floor of the GFL. The bathroom in the back of the WSTPC is not a shelter because of the equipment on the other side of the wall.

VI. Chemicals and compressed gas

When using chemicals, please use caution and wear appropriate safety equipment. All flammable compounds should be stored in the yellow Chemical Cabinets, not in cages. If you put anything in a cabinet, please inform the staff and provide a Material Safety Data Sheet (MSDS) for it.

Always secure compressed gas cylinders in upright position and use a hand-truck when moving them. The cylinder restraint should be no lower than 1/3 the distance from the top. Use valve protection caps when the cylinder is not actively in use. Cylinders can become "rockets" if knocked over and the valve breaks off. Always use appropriate regulator. Maintain access to cylinders at all times

Do not store flammable gases near ignition sources or oxidizers. They must be separated by at least 20 feet if in storage. Hoses should not be run throughout the lab. Check for leaks on all connections BEFORE use. Ensure proper labeling of the cylinder:

Name of gas
Type of gas - i.e. Oxidizer, Flammable, etc.
Current status of cylinder - Full, In Use or Empty

VII. Behavior and Cleanliness

Equipment cannot stay in optimal working order if it is abused. Clean up tools and machines after use to avoid scratching, gouging, or otherwise damaging them. Remember that the Center exists for all teams, not just yours. If tools are not put away by one person, they are not available to the others. Put tools away where they belong! Clean up your mess every day, even if you plan to return the next day, or even later on the same day. Anything left outside a team area unlabeled could be assumed to be scrap or trash, bear this in mind. There is a Lost and Found area; anything left there for more than 2 weeks will be thrown out. Be courteous to members of other teams, and do not damage or "acquire" their belongings. Food and drink are absolutely not allowed in the Center at any time.

VIII. Ventilation and Fume Hoods

Snorkels and fume hoods in the Wilson Center are for evacuating vapors and fumes, not for solid material. Do not use snorkels as vacuum cleaners. Fume hoods should not be used as storage bins; they must be cleaned out after use.

IX. Honor Code

Because the Wilson Center and GFL are facilities in the College of Engineering, the Honor code must be followed:

The Honor Code outlines certain standards of ethical conduct for persons associated with the College of Engineering at the University of Michigan. The policies of the Honor Code apply to graduate and undergraduate students, faculty members, and administrators. The Honor Code is based on these tenets:

- Engineers must possess personal integrity both as students and as professionals. They must be honorable people to ensure safety, health, fairness, and the proper use of available resources in their undertakings.
- Students in the College of Engineering community are honorable and trustworthy persons.
- The students, faculty members, and administrators of the College of Engineering trust each other to uphold the principles of the Honor Code. They are jointly responsible for precautions against violations of its policies.
- It is dishonorable for students to receive credit for work that is not the result of their own efforts.

Additional Resources

1. Personal Protective Equipment

Ballistic testing of safety glasses with and without Z87 code	

2. Compressed Gas Cylinders

Mythbusters testing a gas cylinder	

3. Informational Videos from EECS

Lab Safety: don't let this happen to you!	

4. Wilson Center

Wilson Center Website	