

College of Engineering Machine Shop Certification Policy

March 2014

The College of Engineering recognizes the need for machine shop facilities to accomplish both our academic and research mission. Within those shops, it is critical to maintain a high level of safety for students and personnel. In the college, a machine shop is defined as any facility that has one or more of the following tools (or any similar tools with different names):

Band Saw	Drill Press	Milling Machine	Table Saw
Chainsaw	Grinder	Pneumatic Nail / Staple Gun	Torch
Chop Saw	Jointer	Planer	Welder
Circular Saw	Large Sander	Radial Arm Saw	Wire Wheel
CNC Machine	Lathe	Router	

Any facility with one or more of the above tools must be certified by the College of Engineering as a college machine shop. A certified shop meets the following criteria:

- 1) College certified supervisor and staff
 - The College of Engineering Assistant Dean for Operations will certify staff members based on their experience and credentials.
- 2) Approved operational policy
 - This policy must include sections on rules, procedures, guidelines, personal protective equipment, proper machine use, machine guarding, ventilation, fire extinguishers and exit strategies, combustibles, electrical, safety orientations and violations, toxic and hazardous substances, accident and emergency procedures, machine shop use including hours of operation and visitor use, security, tool maintenance and upkeep, user certifications and trainings, and staff management. This policy must be approved by CSU Environmental Health Services.

Facilities that are not certified will not operate any of the tools listed above for machine shops. While an exhaustive list is not necessary, the college recognizes that certain tools are required to carry out fabrication for research. The following tools are specifically permitted outside of certified shops at the discretion of and under the responsibility of a CSU College of Engineering faculty member:

Hand Held Drill	Hand Tools	Reciprocating saw	Soldering Iron
Hand Held Sander	Jigsaw	Rotary Tool	Desktop Drill Press