It is MAE Department policy that anyone using tools in the fabrication of experimental equipment in labs or working in shop facilities that are part of the department must have a card showing that they have passed both the safety training course and the shop tools familiarity lab.

1. The safety training takes place in two sessions each September. The training sessions are conducted by the UVa Environmental Health and Safety Office (EHS) and by the Department Laboratory Director. A test is given to participants at the end of the second session. The safety training manual upon which this test is based can be found on this website.

2. The shop tools familiarity labs are run in the MAE 200L course during the last two weeks in September. Participants may attend any of the sessions at the following times:
   - Mon 2-4 and 4-6
   - Tues, Weds, Thurs 1-3
   - Friday 2-4 and 4-6
   - in MEC B014
Participants must successfully complete the fabrication of an assembly using the tools in the shop to satisfy the Dept. policy. The lab manual for this activity is available on this site.

In addition to the requirement for completion of these two activities, general regulations are:

1. Personal protective and first aid equipment appropriate to the conditions must be provided in all laboratories and work areas. All personnel in the area must be trained in the use of this equipment and how to respond to accidents.
2. A land-line telephone must be present in all work areas and emergency contact numbers posted nearby.
3. A note must be posted outside of the area listing:
   a. All dangerous chemical that are in use or stored in the area
   b. Any high voltage equipment in use
   c. Any lasers or other potentially harmful equipment
   d. Names of people in charge of the area
   e. Phone numbers to be contacted in case of an emergency
   It is important that this note be present in case something happens in the area when no one is present (such as on weekends) so that anyone entering the area to investigate will be safe.
4. The work area must be accessible by administrative and emergency personnel. This means that one must be able to override combination locks and similar security measures by use of a master key.
5. No one is to work in an area on activities that may be hazardous with the doors locked. If there is an injury, people must be able to get into the area to help.
6. Students should work with at least one other person when dealing with potentially dangerous equipment.
7. It is against State regulations to use University equipment for personal items not part of course or research projects.
7. Use of the shop and lab rooms in the basement of the MEC buildings is primarily for undergraduate laboratory instruction. Work on other than undergraduate educational projects is done only at the discretion of the laboratory supervisor. Materials used for non educational work must have a PTO number for charges.

8. The MEC shop and lab rooms are not available to other departments unless specifically agreed to by the MAE Chair and coordinated with the Laboratory Director and Lab Supervisor in advance.