

AOE DEPARTMENT SAFETY REVIEW FORM FOR **EXPERIMENTAL RIGS**

In the context of this form 'rig' refers to any potentially hazardous piece of equipment whose safe operation requires more detailed instructions and procedures than can be included in the Experimental Workspace Safety Review form for the area in which the rig is housed. Examples include a wind tunnel, laser system, high pressure tank, material testing machine, rotating system.

Before any such rig in the Department of Aerospace and Ocean Engineering is brought into operation, and **at least once per year** thereafter, a copy of this form must be completed, signed and submitted by the responsible faculty/staff member (usually the principal investigator). When an existing rig undergoes modifications which could affect its safety, a new copy of this form must be submitted by the responsible faculty/staff member at that time, and before it is operated again.

Completed forms should be submitted to the AOE Assistant Department Head for Facilities (Michael Philen) and should also be made available to other faculty/staff with relevant expertise, or with direct involvement in the rig or space where it is housed. Any advice resulting from this interaction should be copied to the Assistant Department Head, as well as being transmitted back to the responsible faculty/staff member. Once the responsible faculty/staff member is satisfied that all safety concerns have been met the final version of the form should be signed and submitted and a copy displayed in a prominent position on or adjacent to the rig and on the department safety website. The responsible faculty/staff member may then authorize its operation. Under no circumstances may a rig be operated without a completed, current copy of this form prominently displayed.

Date of form: 8/15/2024..... Form expires (no more than 1 year after form date): 8/15/2025.....

Name of Rig: **Tabletop drill and lathe**

Workspace where rig is located: RB2
Include room, building and name given to the space on the EHS training website.

Faculty/staff member responsible for the rig and its safety: Yao Fu

Office Address: RB2..... Phone: 540-231-8722..... Email: yaof@vt.edu

1. An evaluation of the above rig has been performed and the following safety risks have been identified (append details where necessary):

Clothing and jewelry can get caught in rotating spindle. Debris from cutting can result in eye injury.

2. The following actions have been taken to minimize those risks (append details where necessary):

Users must wear ANSI approved safety glasses. Users should not wear clothing, apparel or jewelry that can become entangled in moving parts. Always tie back or cover long hair. Wear non-slip footwear to reduce risk of slipping and losing control or accidentally contacting cutting tool or moving parts.

3. A safe operating procedure has been developed (attach the procedure to this form). This includes protective equipment to be worn, whether users may operate the rig alone and, if necessary, precautions to be taken by others working in the same laboratory. The procedure is in a form suitable for posting on the rig.

The operator must read the product manual provided by the company and undergo hands-on training.


4. Check one and include a list: X The rig may only be operated by the following individuals.

The rig may only be operated under the supervision of the following individuals.

Students that have completed all EHSS safety courses for the lab and the hands-on machine shop safety course

5. The above individuals are all registered on the EHS training website at https://secure.hosting.vt.edu/www.ehss.vt.edu/training/training_report.php and have taken all appropriate safety training courses. Their training is current and is recorded on the EHS website, under the above workspace name. The appropriate safety courses are (list here):

Signature of faculty/staff member responsible

for the rig and its safety  Date: 8/29/2024.....