

Any Person wishing to utilize the machine shop equipment after the normal working hours of the shop must adhere to the following rules and regulations or face revocation of their key to the Machine Shop. After Hours are defined as after 4p.m. on Monday through Friday, and all day on Saturday and Sunday. When the machinist is not in, (vacations, sick days, etc.) the After Hours Usage Policy is to be used at all times.

After Hours Usage Policy

- When using the Machine Shop after Hours the Main Door of the Shop Must be Left Open at all times.
- Only Authorized Shop Users may utilize the Equipment After Hours. (Authorized Shop Users are those persons who have either taken and passed the Departments Machine Shop Class or proven their competency in the use of Machine Tools to the Machine Shop Manager. All Authorized Shop Users have their picture posted on the wall of the Shop)
- Machine Shop Keys are Never to be Lent out! (If someone asks you to open the shop for them you must unlock the door yourself and check the picture board to make certain they are authorized to use the shop. If their Picture is not on the wall they cannot utilize the Shop after Hours)
- The “Buddy” System is to be used during after hour’s usage of the Machine Shop.

The Buddy System is as follows

1. You must sign your name, date, time you arrived, the name of your “Buddy”, and your “Buddies Location in the notebook at the foot of the stairs when you arrive to work in the shop
 2. Your “Buddy” is someone either in the shop with you, or someone who is in either Jefferson or Lyman Lab that knows you are working alone in the Shop.
 3. You must be in contact with your buddy every ten minutes during your time in the shop. There is an in-house telephone in the shop to use for this purpose. You may also use pagers, Cell Phones or two-way radios for communication.
- All Safety Rules must be adhered to ESPECIALLY AFTER HOURS. If you see safety rules being ignored please report it to the Shop Manager A.S.A.P.
 - You can page the Shop Manager up until 9 p.m. at 617-236-9223. If you are uncertain how to approach a job, and it simply cannot wait do not hesitate to page him. There is no need for you to guess about these things...this is how accidents happen. **If an accident should occur page the Shop Manager immediately, regardless of the time of day!!**
 - Notify the Shop Manager A.S.A.P. if the equipment is in need of repair.
 - Always sign out for the stock you have used

Stock Sign-out Policy

1. All stock must be signed out
 2. The Sign-out station is located on the wall near the Horizontal Band Saw
 3. Fill out the form either with the account number or with the project you wish to charge the stock to and place it in the right hand slot.
- When finished working in the shop you must clean up your machine and the surrounding area, return the tools to their proper place, and sign out of the shop. Make certain the door to the shop is closed and locked behind you if you are the last to leave.

I, the undersigned have read and understand the above information. Sign and print name.

_____ Date _____