

**Harvard University Physics Department  
Machine Shop, Lyman Lab #032  
17A Oxford Street  
Cambridge, Ma. 02138**

March 12, 2024

Any person wishing to utilize the Instructional Machine shop after the normal operating hours, must adhere to the following rules and regulations or face revocation of their after-hours access to the machine shop. “After hours” refers to after 5:00 PM Monday through Friday (Thursdays after 4:00 pm), and all-day Saturday and Sunday. When the Machine Shop Manager/Supervisor is not present in the shop, the “after-hours” policy applies at all times.

### **“After Hours” Policy**

- When using the shop “after hours”, the door of the shop must **NOT** be propped open.
- Only authorized shop users may work in the shop after hours. (Authorized shop users are Graduate Students, Post docs or Professors in SEAS or Physics who have completed the advance (Green) training)
  - Undergraduate users who have completed the full certification may be allowed to work “after hours.” **ONLY** if the Machine Shop manager allows it.
- Shop users **WILL NOT** lend their ID cards to others for the purpose of gaining access to the machine shop. Violators will permanently lose all “after hours” privileges.
- Red(Basic Training) users are **NOT** authorized to work after – hours
- The Buddy system is **ALWAYS** to be used when working after hours, when the shop monitors are present they may act as a Buddy. The buddy system is defined as follows:

1) *You must sign in after hours using the google form.(User full name and buddy full name must be noted)*  
Google form Link: <https://forms.gle/G8ABmrAatQovqrGy6>

QR code:



- 2) *Your buddy must be physically present in the shop and stay with you at all times.*
- 3) *Your buddy does not need to be certified. However, it is your responsibility to make them aware of all safety PPE and rules!*
- 4) *All safety rules **MUST** be followed when working after hours*
- 5) *Any materials used by you during your work session must be signed out by emailing the shop manager what material you have taken and which account number to charge. (This applies only if you use a substantial amount of material/hardware)*

- Should an accident occur after hours, please phone 911 to get help immediately, if first aid is required.
- Then phone the shop manager immediately! (His cell phone number is on the front door and on the front desk on the Local Emergency Numbers sheet)
- If any equipment/tool/instrument seems to be broken, please place an “Out of Order” sign on the machine, then send the shop manager a note explaining the problem.
- If another user is working in a careless fashion, please feel free to offer advice or a solution that is less dangerous.

**Any questions concerning this policy, please see Shop Manager!**