

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

August 2025

Anyone wishing to use the Instructional Machine Shop outside of the shop's posted operating hours, or when neither Steve nor Alejandro is physically present in the shop, must comply with the following rules and regulations. Failure to do so may result in the revocation of after-hours access. The shop's current operating schedule is posted on the Instructional Machine Shop Calendar & Hours webpage. For purposes of this policy, "after hours" refers to any time outside the posted operating schedule or any time neither Steve nor Alejandro is present in the shop. (physics.harvard.edu)

"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 billing code to charge.*

- 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!