

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

February 23, 2016

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 4:00 PM Monday through Friday, and all day Saturday and Sunday. When the Machinist 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 green training)
- Undergraduate users who have completed the green certification are allowed to work "after hours" **ONLY** when a monitor is present.
- 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 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 computer near the monitor desk*
  - 2) *Your buddy must be physically present in the shop 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 devices 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*
    - a) Material can be signed out by using the computer near the monitor desk
    - b) Open your Groups sheet and fill in all the information except material cost
    - c) If there is no sheet for your group, please create one in excel using the existing sheets as a template
  - 6) *All tools must be returned to their storage spot and any machinery used **MUST** be cleaned up prior to leaving*
  - 7) *You must sign out at the end of your work session*
  
- 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 white board in the hallway)
- If any equipment 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!**