April 15, 2011

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 after-hours access 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 doors of the Shop doors must not be propped open. If they are left open an alarm will alert security who will then be dispatched to investigate the cause of the alarm.
- Only Authorized Shop Users may utilize the Equipment After Hours. Authorized shop users are Graduate students in SEAS or Physics who have completed the green training
- Machine Shop users must not lend their H.U. ID cards to others for shop access. If you are caught lending out your ID for this purpose you will lose all after-hours privileges.
- 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” in the notebook just inside the main door of the shop when you arrive to work in the shop
  2. your buddy must be physically with you in the shop the entire time you are working on the equipment
  3. you must make certain to sign out of the shop upon completion of your work

- 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 phone the Shop Manager up until 9 p.m. If you are uncertain how to approach a job, and it simply cannot wait do not hesitate to phone him. There is no need for you to guess about these things…this is how accidents happen. If an accident should occur immediately summon help for any injured people by dialing 911 from any phone then call the Shop Manager 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 Signout Policy
  1. All stock must be signed out
  2. The Signout 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 when you leave.

I, the undersigned have read and understand the above information

____________________________________________ Date_______________________________