Student Shop After-Hours Access

I.  INTRODUCTION

The purpose of this policy is to ensure the protection of all Washington University students from the hazards associated with machine shops and art shops. This is the official policy of Washington University - St. Louis.

II. RESPONSIBILITIES

A. Washington University - St. Louis, Environmental Health and Safety (EH&S) shall be responsible for the following:

1. Assist in the development, documentation and administration of the University After-Hours Usage Policy for student shops.

2. Periodically audit operations and documentation to evaluate the overall effectiveness of the policy and help ensure that students are participating.

B. Shop Manager or designated Faculty or Staff member shall be responsible for the following:

1. Teaching proper shop usage and safety to students

2. Replacing and fixing broken tools

3. Providing assistance to students

4. Keeping the shop in a safe order

5. Enforcing shop rules and procedures

6. Ensure all students requesting after-hours access receive a copy of the After-Hours access policy (Appendix A), sign it, and return original to shop manager. Students should also keep a copy of the signed policy rules.
III. RESTRICTION OF AFTER-HOUR ACCESS TO SHOPS

A. It is mandatory that the shop’s access be limited to student that have taken the shop safety course and are aware of how to safely operate the machinery, and have proven they are proficient before being allowed to operate the machinery on their own.

B. Any student accessing the shop after the normal working hours must adhere to the following rules and regulations. After hours is defined as after 4p.m. Monday through Friday to include the weekend and holidays.

1. Only Authorized Shop Users may utilize the Equipment After-Hours. (Authorized Shop Users are those persons who have either taken and passed the Departments Shop Class or proven their competency in the use of Machine Tools to the Shop Manager or designated Faculty or Staff member. Supervisor. It’s the responsibility of the Shop Manager to keep the authorized user list updated.

2. Machine Shop users must not lend their WUSTL 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.

3. The “Buddy” System is to be used during after hour’s usage of the Shops. The Buddy System is as follows:
   a. All students requesting permission for after-hours use will sign a copy of Appendix A of this policy and return it to the shop manager prior to using the shop after-hours. The student will read the rules and sign stating they understand and agree to comply.
   b. In the absence of professional staff anyone using the shop must have a buddy physically present in the shop.
   c. When you arrive, both persons must sign their name, your buddy name, date and time you arrived on the approved sign in sheet.
   d. Both persons must sign out of the shop upon completion of your work.

4. 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.
After Hour Access to Student Shops

Any student accessing the shop after the normal working hours must adhere to the following rules and regulations. After hours is defined as after 4p.m. Monday through Friday to include Saturday and Sundays.

- Only Authorized Shop Users may utilize the Equipment After-Hours. (Authorized Shop Users are those persons who have either taken and passed the Departments Shop Class or proven their competency in the use of Machine Tools to the Machine Shop Manage or equivalent Supervisor. All Authorized Shop Users have their picture posted on the wall of the Shop)

- Machine Shop users must not lend their WUSTL 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 Shops. The Buddy System is as follows:

  **In the absence of professional staff anyone using the shop must have a buddy physically present in the shop.**

  When you arrive, both persons must sign their name, your buddy name, date and time you arrived at the notebook just inside the shop door.

  Both persons must 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.

- If you are uncertain how to approach a job, do not do so until you speak with the Shop Manager and understand the process. Notify the Shop Manager A.S.A.P. if the equipment is in need of repair.

- When finished working the shop you must clean 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, undersigned have read and understand the above information

__________________________________________________Date________________________