

# Roles and Responsibilities for Shop Supervisors, Monitors and Buddies

## Student Shop Safety

### Yale Environmental Health & Safety

This document summarizes the responsibilities of individuals serving as Supervisors, Monitors or Buddies in a student access shop.

#### All Shop Supervisors, Monitors and Buddies must:

- Have a complete understanding of **All** applicable Shop Rules.
- Ensure and enforce safety compliance at all times (including removing noncompliant individuals when necessary).
- Report all safety incidents (injuries, required maintenance, unsafe conditions, etc.) to appropriate supervision or management immediately.
- Impose all Shop Rules relating to attire and Personal Protective Equipment (PPE).
- Possess an awareness of all safety equipment, emergency procedures, and egress paths.
- Acknowledge shop members as they enter the shop area and ask which activities will be done and which tools will be used during their time in the shop. Obtain a comprehensive understanding of the shop activities to be performed. This includes project scopes, tools to be used, physical space needed, and who will be performing the tasks.
- Restrict access to authorized individuals only.

#### Shop Supervisors

*Shop Supervisors are staff or faculty with professional-level training and experience in applicable tool set-up, use and maintenance.*

##### Shop Supervisors must:

- Not permit any undergraduate work with Class 5 tools without direct supervision from the Shop Supervisor.
- Perform shop safety orientation and individual tool instruction.
- For Class 5 shops, perform extensive hands on training resulting in students demonstrating proficiency of tool use.
- Ensure for Class 2 thru 5 shops a Yale University Shop/Tool Use Safety Agreement is completed and signed for each person authorized to use the shop.
- Ensure all required safety trainings have been completed (including required additional training for Monitors).
- Provide professional supervision for all shop activities when considered necessary.
- Ensure proper scheduling for shop project activities to optimize shop safety oversight relative to shop work load.

#### Monitors

*Monitors are graduate students authorized by Shop Supervisors to monitor undergraduate shop activities in Class 3 and 4 shops. They have completed all shop trainings requirements including Yale's Shop Safety training and Basic First Aid. Monitors may assume responsibilities of shop Supervisor for short periods of time (10 minutes or less) by **direction of the Shop Supervisor**.*

##### Monitors must:

- Comply with all Shop Rules with enforcement when necessary.
- Understand the scope of work (the specific shop activities, tools to be used, who will be doing the work, etc.) to be performed in the shop.
- Ensure proper attire is worn as well as all required personal protective equipment.
- Maintain clear "line of sight" of all work being performed **at all times**.
- Not work on any projects or with any tools or equipment when providing oversight (monitoring) of the shop.

#### Buddies

*Buddies are designated by the Shop Supervisor for the use of shop equipment and tools based on their experience. They have completed all shop training requirements including Yale's Shop Safety training. Undergraduates can use the buddy system for Class 2 shops only. Graduate students can use the buddy system for Class 2-5 shops. **Buddies must never be assigned sole responsible oversight for a shop at any time.***

##### Buddies must:

- Comply with all Shop Rules with enforcement when necessary.
- Ensure proper attire is worn as well as all required personal protective equipment.
- Have a clear understanding of each other's shop activities.
- Know how to summon emergency assistance.
- Maintain clear "line of sight" of all work being performed **at all times**.