

# Yale University Shop/Tool Use Safety Agreement

All shop users must complete and sign this form. Shop Supervisors are to keep this form on file. See reverse for records of tool authorizations and course completions.

Name (print)	UPI #	Date
Email address		
My Faculty/Staff Supervisor (Print)		Department
<input type="checkbox"/> Undergraduate	Class	College
		Major
<input type="checkbox"/> Graduate student	Year entered Yale graduate school	<input type="checkbox"/> Postdoc <input type="checkbox"/> Faculty or Staff Member

I have read the shop safety rules and policies, and understand them as they apply to my work in the shop/lab areas. Specifically:

1. I agree to abide by the published and posted regulations and accept personal responsibility for my work in the shops and other laboratories. I will abide by any and all additional local shop rules. I understand that my failure to do so can result in my loss of privileges in the shop/lab areas.
2. I understand the shop access rules, monitor/supervision requirements, and shop hours and understand that shops may be subject to video monitoring.
3. I will wear safety glasses at all times while in the shop.
4. I understand what attire is required to work in the shop and will not enter the shop unless so attired.
5. After use, I will clean and maintain all equipment, floors and benches I use.
6. I will not attempt to use any machine, tool or equipment that I do not have written permission to use. I will ask for instruction and/or training before using any machine, tool or equipment with which I am not familiar.
7. I will check in with the supervisor or monitor upon entering or leaving the shop, and prior to operating any machinery.
8. For any equipment or tooling I find needing repair or that I damage, I will promptly notify the monitor or supervisor and I will leave a prominent cautionary note on the machine listing my name, research group or class, and a phone number or email address where I can be reached.

**Certification:** I understand that it is a privilege and learning opportunity to use the shop/lab areas and agree to abide by all University regulations and stipulations placed upon me as conditions for working in these areas.

Signed	Date
Shop Supervisor	Date

## Tool Authorizations and Course Completions

Unless explicitly stated otherwise in writing, your authorization for a particular tool is a “learner’s permit,” not a “driver’s license.” You must still check in with the monitor or supervisor and s/he may still require you to have direct supervision while using particular tools.

Tool	Restriction(s)
Shop Supervisor Signature	Date
Tool	Restriction(s)
Shop Supervisor Signature	Date
Tool	Restriction(s)
Shop Supervisor Signature	Date
Tool	Restriction(s)
Shop Supervisor Signature	Date
Tool	Restriction(s)
Shop Supervisor Signature	Date
Tool	Restriction(s)
Shop Supervisor Signature	Date
Tool	Restriction(s)
Shop Supervisor Signature	Date
Tool	Restriction(s)
Shop Supervisor Signature	Date
Tool	Restriction(s)
Shop Supervisor Signature	Date