

STUDENT – ACCESS SHOP RULES

REGULAR HOURS OF OPERATION:

For Yourself

Never work alone – a Supervisor or Monitor must be present at all times for undergraduates. Undergraduates must also check in upon arrival in the shop.

Safety glasses must be worn at all times in the shop work area. Some operations and equipment may require additional personal protective equipment.

No loose clothing may be worn in the shop work area, including ties, scarves, and loose sleeves. Open-toed shoes, short pants, or skirts are also prohibited. Jewelry, including watches, must also be removed before beginning work.

Long hair must be tied up and secured (not hanging), or tucked in a hat or hairnet. Long beards must also be contained.

Focus on your work and the machine. Cell phones, music players, and other personal electronic devices can be dangerously distracting – do not use them when working at a machine. Loud music is prohibited.

For the Shop and Equipment

Supervisors and Monitors have full authority per Shop Policy over the shop and its safe use, including the responsibility, authority, and obligation to prohibit shop or tool access for the safety of an individual, others in the shop, or equipment.

Approval to operate power equipment must be obtained prior to use.

All guards and shields must be secured and in place prior to operating equipment.

Do not use damaged equipment, equipment that has been tagged out of service, or equipment that does not appear to be operating normally.

Aisles, exits, and access to emergency equipment must be kept clear at all times.

Food and beverages are permitted in designated areas only.

Immediately report any problems or concerns to the Supervisor or Monitor.

EMERGENCY CONTACTS:

911

203-785-3555

203-432-0123

MEDICAL, POLICE, OR FIRE EMERGENCIES

YALE ENVIRONMENTAL HEALTH & SAFETY

YALE HEALTH – MINOR MEDICAL ISSUES