

**The student machine shop employs a full time machinist to assist students and faculty members working on research projects and provides health and safety oriented training to 4th year undergraduate engineering students working on course related projects and other students working on faculty supervised projects only.**

### **Procedure**

a. New Students

All new students must sign up for available demonstration sessions posted at the Student Machine Shop and present a signed *Request to use Student Machine Shop* form (available in the shop and/or on line) to the staff, with mandatory fields completed.

b. Existing Students

Existing students who received shop training may access the shop from 8:30am to 4:30pm weekdays when the shop staff is present. Maximum three users are allowed at any given time. Only when necessary, access at other times will be granted to graduate students who are shop trained and have valid first aid training by adhering to a buddy system (accompanied by another shop and first aid trained person). Request for such access will be assessed by the staff and the Manager, Technical Services.

c. Student Shop Sign-up/Sign In/Sign Out

A student arriving at the shop may proceed to do work by:

- identifying him/herself to the student shop staff.
- signing in on the Sign-Up Sheet including name, student number, research group, time in, machine(s) to use and approximate usage time

The staff will consult his records to ensure that the student has received the ten hours of health and safety oriented mandatory demonstration. Additional trainings are required for specific technical works such as threading.

Upon completion of the work, the student must sign out of the shop.

### **Responsibilities**

The machinist on duty may, at any time in which he feels that either his own or that of a student's personal safety is at risk, ask one or all students to stop work and vacate the shop. During fire alarms or power failures, all normal evacuation procedures must be followed.

If, in the opinion of the machinist, the student is demonstrating a lack of knowledge which might endanger the student, other students or cause damage to equipment/tools, the machinist will stop the work. The matter will be referred to the Manager, Technical Services for resolution with the research supervisor and may include requirement for additional demonstration (at the cost of the research supervisor).

All students must agree to work safely at all times by following all the safety rules, to keep the shop clean and clutter-free, to bring to the attention of the machinist any situation (such as machine malfunction or repair) that affects either the health and safety of anyone working in the shop, or the ability of others to get work done.

