

# Physics & Astronomy Shop Rules

## Safety Rules

0. **No working alone:** Powered equipment (including portable equipment) is not to be used when there is nobody else around. There must be at least two people present.
1. **Eye Protection:** Always wear eye protection when working with power tools, or for other work where there may be loose pieces flying around (such as clipping wires when soldering).
2. **Proper attire:** No ties or name tags or loose jewelry. No loose clothing. Roll up long sleeves. No gloves – they can get caught in the machinery. No open shoes. No shorts.
3. **Chuck Key Discipline:** Always return the chuck key to its holder – never leave it in the chuck.
4. **No long hair:** Long hair can get caught in machines – keep it bound.
5. **No horseplay:** No goofing around in the shops – someone could get hurt.
6. **No distractions:** No ear buds or headphones while working with powered machinery.
7. **Ask for help:** If you don't know how to do something, ask for instruction or help.

## General Shop Rules

1. **Authorized Use only:** Only use the shops when a Monitor is present, or with permission.
2. **Check in:** Sign in so that we can monitor usage (to justify support).
3. **No food or beverage:** Don't bring food into the shops. Beverages only in a container which seals after use (*e.g.*, Contigo bottles, but not coffee cups or fountain sodas with clip-on lids).
4. **Clean up:** Be sure the work area is clean when done. Use the vacuum as needed.
5. **Put the tools away:** Put all tools away when you are done using them. Put them in their proper place, even if that is not where you found them. Keep things organized.
6. **Borrowing Tools:** Borrowed tools must be checked out, and checked in when returned.
7. **Report problems:** Report broken tools, machines, or other problems to the Shop Monitor.

## Training Program

1. **Shop Rules:** To work in the shop for any purpose you must read and agree to the *Shop Rules*.
2. **Initial Briefing:** To be granted Supervised use of a machine you must receive an initial briefing on that machine by a Trainer, which includes hands-on use of the machine.
3. **Supervised Use:** After the initial briefing, you may use a particular machine provided that you are supervised by either a Trainer or someone who has been granted Unsupervised use.
4. **Unsupervised Use:** You can earn Unsupervised use of a particular machine after you demonstrate to a Trainer that you have both enough experience and all the expected skills and knowledge necessary to use that machine safely and effectively without supervision.

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I have read the attached "Physics & Astronomy Shop Rules" for SUNY New Paltz (dated 10 August 2022), and I understand them, and I agree to them. I accept that violations could result in loss of privileges or complete loss of access to the shops.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Student N-number)