

# YSoA FABRICATION SHOP RULES

## 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 in a bun (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. Please leave cell phones in cellular jail provided at front entry. 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.

## FOR THE YSOA COMMUNITY

**Access** to the shop space is granted only to students at the School of Architecture who have successfully completed shop orientation. Visitors to the shop are allowed with a Shop Manager's permission only.

**There must always** be a Shop Manager or two student Monitors present if the power is active.

**Whenever alcohol is served** in the building, the Shop must remain closed.

**Classes held in the shop have priority** over individual academic work. Academic work takes priority over personal work.

**All shop resources** are prohibited from leaving the shop space under any circumstance. This includes hand tools, glue bottles, clamps, tape measures, or any other equipment.

**All materials** sold by the shop must be paid for before use. Shop Managers must approve any outside materials before use.

**Clean up after yourself** Students may be fined for cleanup of excessive messes.

**Suspected impairment** due to drugs, alcohol or exhaustion will lead to removal from the shop.

**Spray painting** or handling of any material that can off-gas toxic fumes must be done in the spray booth with proper personal protective equipment.

**Violation of these rules or behavior that is disruptive or disrespectful may result in the loss of shop privileges.**

## Emergency Contacts

911	Medical, police, or fire emergencies
203-785-3555	Yale Environmental Health & Safety
203-432-0123	Yale Health – Minor medical issues