

2.11 Access to Machinery in Academic & Research Laboratories

Each academic and research space where student operated machinery is located must develop an access control policy. This policy will identify the measures that will be in place to ensure that only authorized students have access to the machinery. Access to academic and research laboratories containing machinery must be controlled based on the requirements of the Machine Hazard Class (**Appendix A**). Access control methods for individual rooms can include using a keyed door lock, pin code lock, card reader, or other secure means. Access to classrooms or laboratories containing machinery should be restricted so that only personnel authorized to utilize the machinery can enter those spaces. If this is not feasible (such as with mixed use/shared spaces), measures must be implemented to prevent unauthorized machine operation. Access control measures for mixed use/shared spaces can include but are not limited to:

- Storing power tools in locked storage cabinets when not in use.
- Placing locking electrical plug covers on stationary machinery.
- Installing lockable electrical disconnect switches on circuits feeding stationary machinery.

Doors to areas containing machinery must not be propped open or otherwise left unsecured for any reason. Certain high hazard potential machines (such as those in Hazard Class 4), may require that access control devices be installed on each individual machine if access to the space in which they are located cannot be restricted per the requirements of this policy.

All students intending to operate machinery in academic and research spaces must do so under the supervision requirements based on the Machine Hazard Class of the equipment in each space. The Buddy System as defined in **Appendix B** must be utilized by all students working in a machine shop or laboratory space where faculty or staff are not actively present to provide supervision. Buddies must be equally knowledgeable about the safe operation of the equipment in use and authorized to operate that machinery. The buddy system must be followed to ensure that someone is present in the event of an emergency in the work area. Hazard Class 4 machinery require a faculty or staff member from the responsible department be present in the building to assist with machine operations if needed. PI's, Faculty, and Staff owning the machinery are accountable for all work activities performed at all times of day.

Academic and Research spaces containing Hazard Class 1 tools/machinery may be open for work by approved students at any time if they follow the supervision requirements, and that access is approved by the responsible department. It is recommended that Hazard Class 2 or above tools/machinery not be accessible to authorized students outside of normal campus operating hours. However, individual departments can choose to allow work outside of normal campus hours if they can ensure that the supervision requirements for the equipment in use can be met. Workspaces containing mixed Hazard Class tools/machinery that are open 24 hours must have a system in place which disables Hazard Class 4 tools/equipment unless the individual department grants permission for operation to authorized students and appropriate supervision requirements can be met after hours.