

Appendix B – Supervision of Operations & Access Control Summary

Supervision and Access Control requirements for tool and machine use are based on the Machine Hazard Class. The highest Hazard Class machine sets the supervision requirement of the work area in which it is located.

Definitions:

Buddy System	A Buddy is another individual who can respond and aid in an emergency. Buddies are two people working in the same area, provided that both are authorized to work in the space and have completed the required training for the machinery. A Buddy is expected to be within sight and hearing of the person performing work. A Buddy should be in the same room or space as the person performing the work. Note: A Buddy is typically another student, but a faculty or staff member may also serve in this role.
Faculty/Staff	Faculty/Staff hold positions which provide oversight and instruction to students in the operation of machinery. Faculty and Staff may include professors, technicians, and principal investigators who use the equipment to teach or perform research.

Supervision of Operations:

The following information provides guidance for determining the level of supervision required based on the Machine Hazard Class:

- **Hazard Class 1:** Supervision is not required, but students are encouraged not to work alone or outside of normal university operating hours.
- **Hazard Class 2:** The Buddy System is required to perform work. At least one person must be present in the work area to serve as a Buddy.
- **Hazard Class 3:** The Buddy System is required to perform work. At least one person must be present in the work area to serve as a Buddy. Both individuals must have received equipment specific training required for the applicable Hazard Class 3 machinery.
- **Hazard Class 4:** The Buddy System is required to perform work. At least one person must be present in the work area to serve as a Buddy. Both individuals must have received equipment specific training required for the applicable Hazard Class 4 machinery. At least one Faculty or Staff member from the department must be available in the building to aid students performing work if necessary.

Access Control Policy:

- Each academic and research space where student operated machinery is located must develop an access control policy. This policy will outline what measures will be in place to ensure that only authorized individuals have access to machinery.
- Academic and Research spaces containing Hazard Class 1 or 2 tools/machinery may be open at any time for work if they follow supervision requirements, and that access is approved by the department.
- It is recommended that Hazard Class 3 or above tools/machinery not be accessible to students outside of normal campus operating hours. However, individual departments can opt to allow work outside of normal 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 to disable Hazard Class 4 tools/equipment unless the individual department grants approval for operation and appropriate supervision requirements can be met during all hours.