

NMSU Academic Shop / Tool Use Safety Agreement

All shop users must complete and sign this form. Shop Supervisors are to keep a copy of this form on file. See reverse for records of tool authorizations and course completions.

Name (print)	Banner ID #	Date
Email address		
Faculty / Staff Supervisor (Print)	Department	
Classification		
Undergraduate Student _____ Graduate Student _____ Faculty / Staff _____ Student Worker _____		

I have read the shop safety rules and policies, and understand them as they apply to my work in the shop areas. Specifically:

1. I agree to abide by the published and posted regulations and accept personal responsibility for my work in the shops. I will abide by all local shop rules. I understand that my failure to do so can result in my loss of privileges in the shop areas.
2. I understand the shop access rules, monitor / supervision requirements, and shop hours and understand that shops may be subject to video monitoring.
3. I will wear safety glasses when and wherever required while in the shop.
4. I understand what attire is required to work in the shop and will not enter the shop unless properly attired.
5. After use, I will clean and maintain any equipment, floors and/or benches I use.
6. I will not attempt to use any machine, tool or equipment that I do not have written permission to use.
7. I will ask for instruction and/or training before using any machine, tool or equipment with which I am not familiar.
8. I will check in with the supervisor or monitor upon entering or leaving the shop, and prior to operating any machinery.
9. Any equipment or tools I find that is damaged or need repair, I will promptly notify the monitor or supervisor.

Certification: I understand that it is a privilege and learning opportunity to use the shop / tools and agree to abide by all University regulations and stipulations placed upon me as conditions for working in these areas.

Signed	Date
Shop Supervisor	Date

