**Policies for Use of Kinesiology Workshop – 1256 CCRB**

All of the following policies are based on the University of Michigan Department of Occupational Safety and Enviromental Health (OSEH) *Machine Shop Safety for Academic Departments* guidelines.

- Machine Shop Safety Administrator (MSSA) has the following duties:
  - Provide safety training to lab members
  - Maintain safety training documentation and records
  - Act as point person for all shop issues
  - Does not provide training in how to actually make things

- Lab members must:
  - Receive formal safety training before they are allowed in the shop
  - Use only equipment they are trained on
  - Always use the buddy system while in the shop
  - Wear safety glasses while in the shop (glasses available in shop)
  - Bring their own raw materials

- Only properly trained users will receive keys to the shop
  - Individuals may not loan their shop keys to anyone
  - Individuals with shop keys may not let others into the lab (except for buddy system)

- Tools / equipment may not be removed from the shop
  - List of tools and equipment posted on Kines Research Engineering web page

Helpful Recommendations:

- Machine shop users should plan to work during normal working hours (M-F, 9am to 5pm)
- For fabrication of higher quality products, use the Chemistry Instrument Shop
  - Professional machinists with better tools
  - Charge is $18.50 an hour plus materials
  - Contact Al Wilson (agwilson@umich.edu) – 764-7363
  - A509 Chemistry – 930 N. University Ave.
  - http://www.umich.edu/~techserv/ishop/index.htm
- For fabrication of wood items, use the University Cabinet Shop
  - Charge is by estimate
  - Contact Richard Gross (richgros@umich.edu) – 647-2059
  - http://www.plantops.umich.edu/construction/shops/Cabinetry/
- To fabricate your own wood items, use the woodshop in the Art & Architecture Shop
  - Must complete their safety training before using shop
  - Mark Krecic (mrkrecic@umich.edu) – 763-5236
  - Bring your own materials
  - On north campus, 2000 Bonistell Blvd, 1st floor SW wing
  - http://www.caup.umich.edu/architecture/resources/workshops_and_labs/woodshop/
- To fabricate your own metal items, use the Physics Student Shop or the Chemistry Instrument shop
  - Must complete their safety training before using shop
  - Bring your own materials
  - Room B464 Randall Laboratory – 450 Church St
  - http://ishop.physics.lsa.umich.edu/student_shop.html or Physics.i.shop@umich.edu