BOWDOIN COLLEGE
SHOPS SAFETY POLICY

Purpose and Scope

The purpose of the policy is to provide information to faculty, staff, and students of Bowdoin College regarding the proper use of powered shop tools and general safe practices for shop operations. This policy applies to all faculty, staff, and students of the College who may require the use of powered shop tools in the course of their employment or academic work.

Program Components

1. Shop Locations. This policy applies to the operations of the following facilities:

   Shops to which students may have pre-approved access:
   - Art Wood Shop, Ft. Andross
   - Theater & Dance Scenery Shop, Memorial Hall
   - Physics Machine Shop, Searles Hall

   Shops to which students have NO working access:
   - Arctic Museum Workshop, Ft. Andross
   - Arctic Museum Exhibit Shop, Hubbard Hall
   - Facilities Carpentry Shop, Rhodes Hall
   - Facilities Mechanical Shop, Rhodes Hall
   - Facilities Electrical Shop, Rhodes Hall
   - Facilities Motor Pool, Rhodes Hall

2. Student Training. No student will be permitted to have working access to the designated shop spaces until they have received department-approved training and demonstrated proficiency with all equipment present in that facility that they will be using.

   Training will consist of the following points:
   - Shop rules regarding access, hours, required supervision, and the Buddy System.
   - Use of personal protective equipment and general safety precautions.
   - Demonstration of competent use of all powered equipment specific to the shop.
   - Emergency information, signage, and procedures specific to the shop.

   Location-specific information will be provided by the designated departmental instructor for that shop space, and documentation of training (waiver form attached) will be maintained on file by the Departmental Coordinator. The departmental instruction will be provided by the following personnel:

   Art Studio Technician – Ft. Andross Wood Shop
   Theater & Dance Assistant Technical Director – Memorial Hall Scenery Shop
   Physics Department Mechanician – Searles Hall Machine Shop

   Additional or periodic student training may be necessary at the discretion of the Shop Supervisor, or at the student’s request. Refresher training will be conducted for returning students prior to their resuming shop activities.
3. **Employee Training.** Faculty and staff of the College will continue to be trained by their Supervisor and/or the EHS Manager in shop safety according to the applicable OSHA standards.

4. **Access.** Non-student shop facilities are kept locked by the staff responsible for them when vacant and/or after work hours.

   Student shop facilities will maintain restricted access, either by recorded issuance of keys or programming of the card swipe; **all students must sign-in on a log sheet if using the shop after hours to ensure the Buddy System is being observed.** Student-issued keys will be collected and/or card swipes changed at the end of each semester.

   FAILURE TO COMPLY WITH SHOP SAFETY RULES MAY RESULT IN THE REVOCATION OF STUDENT ACCESS PRIVILEGES.

**Program Review**

This written program will be audited periodically by the EHS Manager and the designated departmental instructors, as specified above.

**Attachments**

1. Shop Safety Posting
2. Waiver Form
3. Shop Sign-In Log Form
4. Academic Departmental Shop Safety Rules