Intern Tool Usage Policy and Procedures

This document contains the policies and procedures regarding tool usage that are to be followed by all summer interns at the EIC. Anyone that does not follow the policies and procedures will not be allowed to use tools at the EIC.

# Prerequisites

Prior to using any tools, all interns must,

* Complete BAISC TOOL TRAINING which will be conducted within the first week of the internship, and
* Complete all necessary safety training as determined by the Safety Manager.

# Tool Usage Principles

1. Only use a tool if you are familiar with the tool and know how to use the tool properly.
2. Only use a tool for its intended purpose, i.e. do not use a screwdriver as a pry bar.
3. Always return a tool to its proper home at the end of a job or at the end of the day, whichever comes first.
4. Even when used properly, tools will occasionally fail. If a tool fails while you are using it, remove the tool from service (stop using it and put a sign on it) and notify either your mentor or the Machine Specialist immediately. Do not attempt to repair a tool on your own.

# Tool Usage Policy

1. Hand tools may be used independently.
2. Power tools (any tool that must be plugged in) must be used under the direct supervision of a mentor or the Machine Specialist (see Shop Hours).
3. Floor standing power tools (drill press, band saw, CNC machine) may only be use by mentors or the Machine Specialist (see Shop Hours).
4. Some devices are tool large, powerful, or complex to be considered simple tools and are classified as *equipment*. For example, cranes and forklifts are equipment. Interns are not to use equipment.

# Shop Hours

The Machine Specialist will hold regular shop hours (SUGGEST THE END OF SCOTT’S SHIFT ON TUESDAYS AND THURSDAYS). During this the time Machine Specialist will be available to perform work on floor standing power tools; to provide training, supervision, and mentoring; and to answer questions.

Scheduling time during shop hours will be done with a signup sheet. Signup sheets should be filled out at least one day ahead of time to facilitate scheduling.