**Tools , machine shop equipment and shared resources protocol at EIC**

JT- Jim Tuten, Facility Systems Director EIC CF – Curtiss Fox, Director of Operations eGRID

KR- Kurt Rayburg, Safety Manager CURI AM – Andrei Mander, Director of Operation WTDTF

Completed by : AM Reviewed by: JT, CF, KR, RS

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1. **Tools and machine shop equipment**
* Tools policy development and implementation
* Implementation sign off procedure
* Maintenance, inventory and training
* Broken tool reporting policy
* Internal staff, temporary manpower, 3rd parties, students – tool usage
* Other relevant

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|  | JT | AM | CF | KR |
| Responsibility level  | **RESPONSIBLE** | SUPPORT | SUPPORT | SUPPORT |

1. **Interns / students tools and machine shop equipment use**
* Tools policy development and implementation
* Implementation sign off procedure

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|  | Mentors | Line Managers or Directors | Safety Manager KR | Equipment SpecialistScott Long |
| Define scope of student work and project | **RESPONSIBLE** | SUPPORT |  |  |
| Project risk assessment, STA and training identification | **RESPONSIBLE** | SUPPORT |  |  |
| Safety training as per needs and matrix (sign-in log) |  | SUPPORT | **RESPONSIBLE** |  |
| Tool/machine shop equipment hands-on training (sign-in log) | SUPPORT | SUPPORT |  | **RESPONSIBLE** |
| Day-to-day student work monitoring | **RESPONSIBLE** | SUPPORT | SUPPORT | SUPPORT |

* **Facility shared resources: requests and allocation**
* Internal staff: technicians and equipment specialists
* External: temporary manpower on site
* External: 3-rd party and contractors

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|  | Direct Manager | Manager/Project Leadrequested manpower support | Safety Manager |
| Resource allocation and timing  | **RESPONSIBLE** |  |  |
| Scope of work and project definition |  | **RESPONSIBLE** |  |
| Hazards identification, PPE, STA |  | **RESPONSIBLE** | SUPPORT |
| Safety training if necessary and requested |  |  | **RESPONSIBLE** |
| Project preparation, tracking progress and timely completion |  | **RESPONSIBLE** |  |

Clemson University Hand Tool Safety Program:

https://cufacilities.sites.clemson.edu/documents/safety/Hand%20and%20Portable%20Power%20Tools.pdf