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Revision Responsibility: AVP of Facility and Safety Services  
Responsible Executive Officer: Vice President for Financial and Administrative Services

Source/Reference: None

## **PURPOSE**

To maintain a safe environment and avoid accidents in the shop area of the Facilities Services Department.

## **POLICY**

- I. Access to Shop Area:  
Only authorized personnel shall enter the shop area of the facility services maintenance building. All others who have business at facility services shall enter the maintenance building through the entrance to the office area.
- II. Use of Power Shop Equipment:  
No persons other than authorized personnel shall use power shop equipment located in the facility services maintenance building.
- III. All individuals using the shop area and/or power shop equipment must follow all safety practices and use protective apparel.

## **PROCEDURES**

- I. Authorization to Use Facility Services Shop Area or Equipment
  - A. Individuals needing access to and use of the power shop must contact the AVP of Facility and Safety Services and give the following information:
    1. Purpose
    2. Equipment needed
    3. Time of use
    4. Individual's familiarity with the equipment
  - B. Only those individuals receiving approval will be authorized to be in the shop area.

*January 1989, Revised; May 28, 2001 (new policy format); December 12, 2011 (new policy format and updated titles); Format updated July 2020. Reviewed/accepted by Cabinet, approved and signed by the President August 2023.*