

**Academic Machine Shop Usage Agreement and Training Documentation Form**

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| **Name (print)** | **U-M ID #:** |
| **Email Address**  | **Department:** |

1. I have received basic machine shop safety training.
2. I have read and I understand the machine shop safety rules and policies and procedures established as they apply to my work in the shop or designated area.
3. I agree to abide by all published and posted rules and accept personal responsibility for my work in the machine shop or designated area that I have been authorized to work within.
4. I understand that I must receive training on the machines, tools or equipment that I need to use within the machine shop (or designated area) and that it will be documented on the reverse side of this form.
5. I will not attempt to use any machine, tool, or equipment that I do not have training documentation or permission to use.
6. I understand the shop access rules, monitor/supervision requirements and machine shop hours.
7. I understand that safety glasses are required and what attire is appropriate for machine shop use.
8. I will clean and maintain all equipment, floors and benches that I use.
9. I will promptly notify the machine shop responsible person or monitor if I find any equipment or tools that need repair or that are not functioning properly.
10. I understand that my failure to follow established rules may result in my loss of privileges in the shop/designated area.

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| **Signature** | **Date** |
|  |  |
| **Responsible Person/Monitor Signature** | **Date** |



**Tool/Machine Training Documentation**

A signature to document an individual has been trained on a particular piece of equipment implies that instruction on the tool has been provided to include rules, usage, hands-on instruction/demonstration and proficiency determination as dictated by the Department’s Machine Shop Safety Policy. The individual still needs to comply with the shop access, tool access, buddy system and oversight requirements.

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| **Tool** | **Name** | **U-M ID#** |
| **Trainer Signature** | **Date** |
| **Tool** | **Name** | **U-M ID#** |
| **Trainer Signature** | **Date** |
| **Tool** | **Name** | **U-M ID#** |
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