

1. Only students who are enrolled in relevant courses and who have passed the safety test may use the hazardous machines in shops.

Students who are enrolled in courses taught in a studio may use that studio at times when classes are not in session. Access to studios is covered by the Studio Access Policy. In these cases, students working in studios during off hours must use the buddy system.

2. Students operating stationary or portable machines or tools must dress appropriately for each task.
3. Students operating stationary or portable machines or tools may only do so with the direct supervision of instructional support technician or instructor.
4. The shop must be left in a clean and orderly condition. Tools and equipment must be cleaned and stored in appropriate locations.
5. Doors and windows must be closed and locked when the shop is unattended.
6. Visitors are not permitted in shops or studios
7. All projects must utilize equipment and material provided by CSUDH. In cases where the University cannot provide suitable equipment for students to complete their projects, a documented equipment review must occur to ensure: (1) the University: can accommodate the equipment; (2) the equipment has all necessary and functioning safety devices; and (3) the student can demonstrate skill in operating the equipment.