

Appendix IV

DEPARTMENT OF ENTOMOLOGY THE ENTOMOLOGY SHOP

[Revised 10/02]

The Entomology Shop, located in Room 106 of the Harry H. Laidlaw Honey Bee Research Facility (Bee Biology), is available for the construction of materials required for Entomology related research projects. Documented safety training is a prerequisite for individuals who wish to use the shop. Principal Investigators and supervisors are responsible for making certain that their employees and students are trained. Safety Infograms are located in the office and in the Shop. A more extensive Shop Manual is located in the Shop. The Staff will train individuals by appointment. This training will involve safety procedures and is not meant to supplant training available from Environmental Health and Safety, the Experimental College or Industrial Arts classes. If you have any doubt about your employee's or your own proficiency level, you should enroll or have your employee enroll in a Shop Class. To use the shop you must:

A. RECEIVE SAFETY TRAINING FOR GENERAL SHOP USE AND FOR SPECIFIC TOOLS

1. Place your name onto the Safety Training Roster - enter the section of the manual that applies to the tools you wish to use in the row across the top, then read the appropriate Infogram or section of the Shop Manual. The trainer and trainee both must initial the appropriate boxes.
[Update or Add Training as necessary]

- a. Everyone must read general sections on using the Shop

- 1) Electrical Safety, Ento 1
- 2) Lifting and Lowering, Ento 2
- 3) Wood Dust Hazards, Ento 3
- 4) Eye, Foot, Hand, Head, Hearing and Respiratory Protection, Ento 4
- 5) Using Hand and Woodworking Tools, G 01 thru G-16
- 6) Using the Table Saw, I-605-74

- b. Special Training is required to use welding equipment and the Bee Biology lawn mower.

2. Training must be conducted in the presence of the Shop Staff and is available by appointment only. Contact M. Kim Fondrk at 752-0708 or 752-5456. Please plan ahead!
3. Training sheets must be kept in the Shop with the complete Shop Manual.

B. SIGN AND DATE THE SHOP USE AUTHORIZATION SHEET

The Shop Use Authorization Form must also be signed by the Principle Investigator or Lab. Supervisor. The form must be placed on file in the Entomology Office.

C. ARRANGE FOR ACCESS TO THE SHOP

Disbursement of keys for the Shop is restricted for security and liability reasons. Labs that use the shop on a regular basis can obtain a key, provided that they restrict its use to trained employees. Otherwise, make arrangements with the Shop Staff to gain access.



