

## Academic Machine Shop Usage Agreement and Training Documentation Form

Revision: 10/30/26

**Tip:** To use this document, click **File > Make a Copy** and save to your Drive.

**Name:**

**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.

|                                             |  |
|---------------------------------------------|--|
| <b>Signature</b>                            |  |
| <b>Date:</b>                                |  |
| <b>Responsible Person/Monitor Signature</b> |  |
| <b>Date:</b>                                |  |

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.

[illegible]