Yale

Form 4302 FR.05

Student-Access Shop Operational Plan

Revised 07/1/2025

Student-Access Shop Operational Plan				
University Strategic Goal for Student-Access Shops:	Yale University establishes a working environment that is as safe as possible in all Student Access Shops and other locations where students use tools.			
School Goals:	• Establish standards for working safely in Student-Access Shops. • Establish standards of safe student use of tools in Student-Access Shops. • Establish roles and responsibilities in Student-Access Shops.			
Domains Covered:	Learning and Teaching			
Specific Actions	**Responsibility**	**When**	**Needed Resources**	**Success Indicator**

EXAMPLE
SHOP OPERATIONAL FORM

Student-Access Shop Operational Plan				
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Specific Actions	**Responsibility**	**When**	**Needed Resources**	**Success Indicator**
Access is set with Security for the hours of 8am-5pm, M-F.	Shop Mgr.		Security Office	No entries at any other times.
Shop Monitors work from 4pm – 9pm, M-F	Shop Mgr.		Security Office, EHS	Tool power is removed. Observation checks confirm adherence.
Infrastructure items are complete.	Project team		Yale Projects, Facilities	EHS verified completion to guidelines
Training is provided to students prior to tool use.	Shop Mgr.			Training is documented.
All monitors receive additional tool-specific training.	Shop Mgr.			Training is detailed and documented.