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Equipment Access
For personal safety and equipment security, access to the Machine Shop, its tools and equipment is restricted. Access to the Machine Shop and its equipment must be granted by the Machine Shop Manager. Permission is strictly limited to the use of the equipment on which the user has been certified by designated A&A staff. Only UW employees and students are eligible for machine shop access.

Off-Limits Areas include the following:

- Tool Room
- Any machines labeled ‘SHOP PERSONNEL ONLY’
- Toolbox labeled ‘NO AFTER HOUR ACCESS’

Safety Policy
Because machine tools are "old school," and somewhat familiar to most of us, it may be easy to forget how dangerous they can be.

- Users must tie back, tuck in, or otherwise safely stow long hair, loose clothing, scarves, ties, jewelry and other items of personal style or adornment that could be a safety hazard while working with the equipment.
- Users must know the location of the first aid equipment and whom to contact.
- All individuals must have taken the shop safety course.
- If supervisor has to leave for over 30 minutes, at least two individuals must be present in shop without the presence of the supervisor.

Job Policy
While A&A Machine Shop resources need to be available to qualified staff and students, it is important to determine which jobs must be carried out by A&A Machine Shop staff and which may be suitable for users. Any job brought to the A&A Shop that meets either of the two criteria below shall be carried out by Machine Shop personnel:

- The job involves more than 4 hours total Machine Shop time.
- Significant design assistance is required from A&A Shop personnel. This is defined to mean more than 30 minutes of design help.

Work in the Absence of A&A Machine Shop Staff
The A&A Shop is normally available throughout the week, from 9:30 AM – 5:30 PM (subject to change for summer). It is expected that all Shop-related activities be conducted during those working hours.

Under no circumstances may A&A Machine Shop equipment be used without A&A Machine Shop staff present. The shop and equipment must be left in the condition in which it was found. Doors must be locked when the Machine Shop is unattended.