**Engineering Student Machine Shop (ESMS) Authorized User Agreement**

**Note:** ESMS will only authorize users who can demonstrate competency in the use of ESMS machines and facilities. For entrepreneurship programs, submit FORM ESMS1.Version 15.10.13.

All students and authorized users who have access to the Engineering Student Machine Shop must understand and agree to the following Code of Conduct:

1. When accessing the ESMS, safe working procedures and rules will be followed at all times. These procedures and rules are available in electronic form at <http://www.eng.uwaterloo.ca/~engshop/Safety/protocols.html>

* Authorized users must wear safety glasses, their feet must be fully covered, long hair must be tucked back with elastic bands or clips, loose clothing is forbidden. Watches, bracelets, rings and dangling necklaces are removed during machining operations. Shop is supervised at all times during posted hours of operation.
* In some cases additional safety procedures are required based on specific hazards posed by their projects. ESMS technicians will advise in these cases.
* Safety rules and procedures for Student Design Centre resources, such as the sanding and painting rooms, will be provided as required once permission is granted for use of these facilities.

1. All authorized users of the ESMS must be aware of their abilities and limitations with respect to the use of machine tools such as lathes and milling machines. The use of these machines carries an inherent risk - assistance and advice from ESMS technicians must be obtained when required.
2. All University of Waterloo policies will be followed at all times while using the ESMS. These policies can be reviewed at http://secretariat.uwaterloo.ca/Policies/Policies\_index.htm
3. ESMS users must fully co-operate with the shop supervisor and must follow the rules without exception. ESMS users are expected to report any accident regardless how minor. Minor cuts or abrasions are treated on-site. We advise ESMS users of health and safety on campus. Serious accidents will be handled through 911, if necessary. Failure to comply could result in forfeiture of privileges.

I have reviewed this document and I understand and agree to its requirements.

Student /Authorized User ESMS Manager or Delegate

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Date