

Safety and Use Guidelines for KRC Facilities

General Guidelines

First and foremost, the Keweenaw Research Center is a department of Michigan Technological University. All University policies and guidelines apply to persons working at KRC including adherence to the University Safety Policy located at:

<http://www.admin.mtu.edu/fm/oshs/manual.htm>

Shop Use and Access

- Access to the KRC buildings and facilities are restricted. Special access cards and entry codes are assigned to each employee and student. These cards and codes are not to be given or transferred to any other individual. If you lose your card, report this promptly to your supervisor so your card can be voided and you can be assigned a new card.
- Safety is our primary concern - follow all safety rules. If safety rules are not known the user should ask their supervisor. If the supervisor is not available or does not know the rules the user should ask the **Shop Supervisor, the Test Course Manager, the Facility Manager, or the Director**. See list of contacts at the end of this section.
- KRC is a facility which must adhere to the International Traffic in Arms Regulations (ITAR). This means that no foreign national (student or non student) may enter the facility without permission. Foreign Nationals may be allowed into certain non-ITAR areas but must be escorted at all times and not allowed to wander off into other areas.
- No cameras are allowed in KRC facilities except those used by KRC personnel to document tests.
- Another KRC employee or student must always be present during machine shop, automotive shop or test lab use. **NO ONE WORKS ALONE!**
- After hours project access to any shop area is limited. Arrangements should be made in advance with the **Facility Manager or Shop Supervisor/Test Course Manager**. **No students are allowed to work in any machine, welding or automotive shop outside normal working hours, which are 7 am to 5 pm without permission.**
- No University property is to leave the KRC buildings without permission from a full-time KRC employee and **signing the part out on the sign out sheet located in the machine shop office and a hand receipt from a full-time KRC employee**. The property ***must*** be brought to KRC everyday so that if it is needed by the shop personnel that day, it is available. If still needed by the borrower, it may be taken off property on successive nights but it must be on KRC property everyday.
- Students are ***not*** permitted to operate any forklift unless they have been trained by a qualified trainer.
- Users of KRC facilities are responsible for wearing the appropriate safety equipment such as safety glasses, hearing protection, gloves and work-boots. **Shorts or sandals should not be worn in the shop areas!** If you can not find the appropriate safety equipment please contact the **Facility Manager, Shop Supervisor/Test Course Manager**.
- **You must be qualified and have permission to use any of the mechanic or machine shop equipment. To be qualified you will have to be certified by the KRC Machinist or**

Mechanic and approved by the Facility Manager. This includes all tools in the Machine shop, drill press, grinders, hoists, welders, torches, tire machine, etc.

- Non-MTU/KRC employees and Non-customers are not allowed to use KRC shop facilities.
- No work whatsoever will ever be allowed to be performed using any KRC facilities where there is an exchange of money directly to an employee of KRC.
- Each person is responsible for the proper care of KRC tools. Tools should be securely stored in an organized fashion at the end of each day. ***If you break a tool please report it to the Facility Manager.*** If you borrow a tool please put it back where you found it before leaving for the day or evening.
- Personal projects may be worked on by employees and students during normal operating hours, 7 am to 5 pm **with permission from either the Facility Manager, Shop Supervisor/Test Course Manger, Machinist or Mechanics each time they are going to use the shop.** The guidelines are the same as those stated for working on KRC projects under “Shop Use and Access”, above. If you don't know what you are doing ask someone who would know.
- All automotive shop and hoist users must read and understand the Shop – Hoist Standard Operating Guidelines. These can be found at www.mtukrc.org/safety.htm

Facilities

- Employees or Students are not permitted to alter the facilities in any way; this includes, but is not limited to:
 - Tampering with any electrical, plumbing, or other building utilities
 - Painting or otherwise marking any part of the facility
 - Fastening any object to the building other than with tape
- Each person must maintain their work space in a safe and orderly fashion.
- Access to fire extinguishers, eye wash stations or electrical panels shall not be blocked.
- Any person working on a mechanical or electrical system must read and follow the Lockout/tagout Guidelines. These can be found at www.mtukrc.org/safety.htm

Material Safety Data Sheets

- Employees must follow the policy for Material Safety Data Sheets (MSDS) including the proper storage and marking of chemicals, fuels, and other liquids in properly marked containers.
- If any employee receives a new product they must supply the MSDS or product name to the Facility Manager with date received and location of product.
- If a product is used up and disposed of the user should report that the product is no longer in use to the Facility manager along with the former location of the product.
- All MSDS's for KRC can be accessed at the MTU MSDSOnline website:
<http://www.mtu.edu/sds/>
- All KRC employees and students should review and become familiar with the MSDS lookup process. A presentation is provided at the following link:
[http://www.mtukrc.org/download/MTU MSDS Online Training Presentation.pdf](http://www.mtukrc.org/download/MTU_MSDS_Online_Training_Presentation.pdf)

Cold Room Use

- Cold Rooms are available for research and testing.
- Use of the Cold Room must be approved by the **Facility Manager, Shop Supervisor or Director of ISR.**
- All Cold Room users must review and follow the Cold Room Standard Operating Guidelines found at www.mtukrc.org/safety.htm

Test Course Use

- Use of the KRC Test Course must be approved by the **Facility Manager or Shop Supervisor/Test Course Manager.**
- Special Test course training will be given to those employees or students approved to use the test course.
- Personal vehicles are allowed on the KRC test course only with permission from the **KRC Facility Manager or Test Course Manager.**
- Cameras may be used on the KRC test course only with approval from the **KRC Facility Manager or Test Course Manager.**
- Test Course Use and Safety Guidelines can be found in the KRC Proving Ground Guidelines Booklet and at the following site: www.mtukrc.org/safety.htm

Parking

- Where applicable park in designated spots.
- Employees and students must inform and receive permission from the Facility Manager if their personal vehicle is left in a KRC parking lot overnight,
- Do not park in front of the overhead doors or the garbage bin.

Floors

- Floors must be kept free of trash, spills and trip hazards. All spills must be properly and immediately cleaned up. Spills other than water must not enter the floor drains.
- Please notify full-time KRC personnel if there is a major spill of anything other than water.

Respect for other building constituents

- Do not disturb other people's property. Do not alter any equipment set-ups that are marked as such.
- The most insignificant items have owners, do not take or help yourself to anything without asking.

Computer and Network Use at KRC

- All students must comply with the general MTU Computer Use Policy Statement at:
<http://www.admin.mtu.edu/admin/policy/gen/1006.htm>
- ***You must contact the KRC System and Network Administrator (see: Bob Baratono in Trailer 127-D) and obtain permission before doing any of the following:***
- Installing any software or hardware on any KRC computer equipment. In general, any software which is not properly licensed to KRC/MTU is not permitted on any KRC computer systems.
- Changing the operating system configuration or network settings of any KRC computer system.
- Relocating any KRC computer hardware -- If you need to take KRC computer hardware off-site you must obtain permission and complete a KRC hand-receipt form and properly sign it out. See your system administrator for these forms.
- Internet access at KRC is provided for business and educational purposes only. Using this access for personal gain or to download illegal copies of copyrighted works (documents, software or multimedia) is forbidden. KRC internet access is through a local high-security firewall and all external network accesses are logged (including the source machine, destination site, type of access and time of day).
- No internal network peer-to-peer file servers running on KRC computer systems are permitted (i.e. Napster, etc.).
- Any attempt to circumvent the security measures in place on the KRC network and computer systems will result in disciplinary action.

Important Phone Numbers

All Emergencies – From Cell Phone		911
From KRC Phone		8-911
Hospitals	Portage Health Systems	483-1555
	Emergency	483-1111
	Keweenaw Memorial	337-6500
Ambulance	Mercy	482-0911 or 337-0911
Fire	Quincy-Franklin	482-1111
Police	MTU Public Safety	487-2216
	State Police	337-2211

KRC Contact Information:

	Work	Mobile
Toby Kunnari - Shop Supervisor/Test Course Manager	(906) 487-2617	(906) 281-1064
Mark Osborne - Facility Manager	(906) 487-2626	(906) 281-0422
Russ Alger - Director ISR	(906) 487-2498	(906) 281-1569
Jay Meldrum – Director KRC	(906) 487-3178	(906) 281-1069
Robert Baratono – Computer Systems Administrator	(906) 487-2488	(906) 231-7387