Directive AT1-2010

Use of workshops by assistants and/or non-professional staff.

Only professionally trained machinists may work in the mechanical workshops of the Faculty of Basic Sciences except under special circumstances and if the following the requirements are met:

1. The workspace for non-professionals workshop users has to be separate from the workshop for professionals. The normal FSB machine shops are reserved for the exclusive use of professional EPFL machinists.

2. The responsibility for non-professional staff working with machine tools remains at all times with the head of unit of the staff member executing the work.

3. A justification, stating the reasons why the work will be done by a non-professional staff member has to be transmitted from the head of unit to the head of the workshop.

4. Assistants and staff members who do not hold a Federal Certificate of Capacity (CFC) of machinist or of equivalent training may request an authorization to work in the non-professional shop from the head of their unit. This request is transmitted to the head of the workshop who will organize a training course. After this training, the head of the workshop will countersign the authorization giving permission to use specific machines for which training was received. Participation in the training does not guarantee the signature of the head of workshop. Only the guaranteed safety of the staff member will determine the decision if an authorization is granted or not.

5. The signed work authorizations will be kept by the head of the workshop to control access and for archiving purposes.

6. Only persons with an authorization signed by the unit head and the head of the workshop can use the facilities of workshop for non-professional staff. The only machines authorized for use are drill presses and small lathes (maximum 110 mm workpiece radius).

7. The use of machinery is allowed only in the presence of another person. Working alone with machinery is strictly prohibited.

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