

## Shop Managers

**Shop Managers**, as described in **ES&H Manual Chapter 25**, are persons approved to assist in monitoring work in ATAP shops. The Shop Manager must be a person who can, through experience, sufficient knowledge, or training, operate the equipment safely, and identify and mitigate hazards associated with the work performed in the shop. Shop Managers are appointed by the Engineering Division Deputy/Department Head for Mechanical Engineering (mechanical shops) and The Deputy/Department Head for Electronics, Software and Instrumentation (electronics shops). The appointments of Shop Managers for ATAP area shops are reviewed with the affected ATAP Program Head(s) and then documented by designating the Shop Manager as the Activity Lead for a Work Planning and Control Activity for the shop.

The Shop Manager:

- Maintains a Work Planning and Control Activity for the shop, which describes the hazards, controls, and shop use policies.
- Completes any training required by the WPC Activity.
- Determines whether other personnel are competent and qualified to operate specific pieces of equipment in the shop; who may use the equipment; and how and when they may do so. This includes prohibiting people from **working alone** when hazards remaining after controls could incapacitate them so that they could not self-rescue or activate emergency services. Maintains records of who is authorized to use the shop and their level of authorization in the WPC Activity for the shop\*.
- Provides and records On the Job Training. (The form in **ES&H Manual Chapter 25, 25.10 Appendix A Applications to Use Shop Equipment** may be used to document the training, and uploaded to the WPC Activity.)
- Ensures that only the authorized people operate the equipment.
- Assists home and matrixed supervisors of shop users in enforcing safe use of tools and good housekeeping.
- Removes from service, labels, and secures any equipment/tool that is damaged, in disrepair, or deemed unsafe and reports safety deficiencies to the Program ES&H Coordinator.

\* The people authorized to use ATAP area shops will be qualified Engineering Division Mechanical or Electronics engineers/technicians. ATAP researchers submit their requests for work to be performed to the Shop Managers and discuss as needed with the technicians assigned perform the work. **Any exceptions to allow ATAP personnel to perform shop work must be approved by the Program Head and the Shop Manager.**

Additional COVID safety controls and their challenges: Shop Managers must be aware of the occupancy limits, social distancing, and face covering/respirator requirements for their respective shop spaces. Shop managers must assure compliance with these policies when scheduling work in the shop. Face coverings that do not fit well can cause fogging of safety glasses, which obscures safe vision and creates reluctance to wear the face coverings and/or safety glasses. Solutions are available. For questions regarding

COVID-19 controls or assistance with compliance, contact your Division Safety Coordinator.