

## Guidelines For Use of KRC Facilities and Safety

Original – Guidelines for Student use of KRC Facilities – 8/23/01

Original – Shop Use Guidelines for KRC Employees – 1/14/02

1<sup>st</sup> Rev. – Guidelines for Student use of KRC Facilities – 6/18/02

1<sup>st</sup> Rev. – Shop Use Guidelines for KRC Employees – 6/18/02

2<sup>nd</sup> Rev. – Guidelines for Use of KRC Facilities and Safety – 9/07/04 – Combined students and employees into one document.

3<sup>rd</sup> Rev. – Guidelines for Use of KRC Facilities and Safety – 9/13/05 – added wording for flammable liquid storage and MSDS sheets.

4<sup>th</sup> Rev. – Guidelines for Use of KRC Facilities and Safety – 5/04/09 – added wording for permission to use facility each time it will be used.

5<sup>th</sup> Rev. – Guidelines for Use of KRC Facilities and Safety – 9/17/10 – added wording for FNS and U.S. student use of facilities and times they can and can not use facilities. Removed student use of facilities for personal use after hours.

6<sup>th</sup> Rev. – Safety and Use Guidelines for KRC Facilities – 5/14/2013 – added General Guidelines emphasizing KRC is a department of MTU and must adhere to all MTU guidelines including website location, added no cameras used in KRC facilities and with permission on the test course, added students have to be trained to operate forklift, added use of personal vehicles on test course with permission.

7<sup>th</sup> Rev. – Safety and Use Guidelines for KRC Facilities – 7/19/2013 – added more shop use statements and weblink to the Shop – Hoist Standard Operating Guidelines, added Lockout/tagout wording and weblink to the Lockout/Tagout Standard Operating Guidelines, added more information for handling MSDS and weblink to MSDSOnline and MSDS Online training, added cold room facility use wording and weblink to the Cold Room Standard Operating Guidelines, added more wording for test course use and link to the KRC Proving Ground Guidelines. Changed format and corrected emergency phone numbers.