**Shop Safety Program**

***Student Shop - Functional Abilities Statement of Understanding***

The purpose of this document is both to provide information on the functional abilities required to work safely in a “Shop”, or a “Lab” where potentially hazardous “shop processes” may occur, and to document that the undersigned student has been so informed.

Information about what is required to work safely in a shop or lab is being provided because it is the student’s responsibility to voluntarily and confidentially disclose information regarding the nature and extent of a disability or another reason that may prevent them from working safely in a student shop. The University cannot assume responsibility for providing accommodations, services or a safe learning environment to students who have not identified any/all functional limitations (due to a disability/other reason) that could interfere with their ability to work safely.

If you have a disability/other reason that may prevent you from safely meeting the functional abilities as stated in the attached handout (pages 3 & 4), you are encouraged to contact the Shop Manager / Supervisor to make them aware of possible safety and accommodation needs, and to contact UC Berkeley’s “Disabled Students Program**”** [ <http://dsp.berkeley.edu/> or phone 510-642-0518] that is available to assist in developing student accommodation strategies.

Please note that academic program requirements will not be waived, but accommodations may be made to assist you to meet requirements.

**This** **form** **is** **to** **be** **completed** **upon** **admission to each and every Student Shop** **program where a student seeks shop-use privileges.**

I have read, had the opportunity to ask questions concerning, and I understand the *Functional* (initials) *Abilities Requirements* (pages 3 & 4)specific to a student working safely in compliance with the

UC Berkeley Shop Safety Program.

I am able to meet the *Functional Abilities Requirements* **as presented** on pages 3 & 4.

(initials)

OR

\_\_\_\_\_\_ I am able to meet the *Functional Abilities Requirements* as presented, if I am given the following

(Initials) accommodations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID # / DOB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date**

**Student Shop Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Shop Manager Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(To conserve resources, please print using both sides of paper.)

**Students -** Return completed form pages 1 & 2 to the Student Shop Manager for each and every Student Shop you are enrolled in. Keep pages 3 & 4 as your reference to the function-abilities required to safely work in a shop.

**Student Shop Manager –** Based upon discussion with the student, please determine if accommodation is needed for this student to work safely in your shop, and contact UC Berkeley’s “Disabled Students Program**”** as needed.

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**UNIVERSITY OF CALIFORNIA - BERKELEY**

**Shop Safety Program**

***Student Shop - Functional Abilities Requirements***

Gross Motor Skills:

* Keep or regain balance, or stay upright when in an unstable position
* Ability to lift, push, pull, or carry objects in your hands

Fine Motor Skills:

* Ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects
* Quickly and repeatedly adjust the controls of a machine to exact positions

Physical Endurance:

* Must be able to lift and carry a minimum of 30 pounds
* Ability to stand for extended periods of time

Hearing:

* Respond appropriately to sounds at a close range (within a few feet of the listener)

Vision:

* See details at a close range (within a few feet of the observer)
* See the colors blue, **yellow,**, green, **orange,** red, white, and black for understanding safety signage and machine controls
* Able to read / understand digital and analog read-outs of dial / digital gages

Environment:

* Ability to work indoors in long pants, long-sleeve shirt, closed-toed shoes, and, as necessary, work-gloves in a shop, or a lab where shop processes are conducted
* Ability to maintain concentration and otherwise safely work in areas where multiple and varied hazardous work processes may be going on simultaneously, and to recognize nearby hazards not necessarily directly associated with your own work
* If necessary, the ability to work outdoors in large-scale fabrication/assembly areas wearing bulky-clothing required for warmth and protection from weather, as well as personal protective equipment.

Reading & Writing:

Sufficient English fluency/literacy (verbal and written) to:

* Recognize the meaning and spelling of names / words / symbols associated with equipment operation (e.g. start, stop, on, off, caution, danger, hazard, !!!, **∆**, etc…)
* Understand written sentences and paragraphs in work‐related documents/procedures
* Ability to communicate effectively with others in writing and speaking basic English

Mathematics:

* Working knowledge of arithmetic, algebra, geometry, trigonometry and their applications

Emotional Stability and Self Awareness:

* Ability to focus attention on a task and follow it through to completion
* Manage your own emotions around hazardous processes
* Accept responsibility for ensuring your behavior conforms to safety rules.
* Maintain professional/collegial relationships conducive to cooperation in a workplace.
* Ability to self-assess and determine whether your physical / mental condition allows you to work safely and to stop work when you are tired or otherwise compromised
* Ask for help when needed
* Willingly provide assistance when asked
* Adapt to changing work environments
* Appropriately and promptly respond to unexpected situations.

Analytical Thinking:

* Ability to logically problem-solve where a solution is not obvious
* Able to consider the relative “costs” versus “benefits” of potential actions, taking into account hazards that are present, and then, to choose the most appropriate safe-work practices to get the job done safely and efficiently.

Critical Thinking:

* Ability to identify when something is wrong, or anticipate when something is likely to go wrong, and implement corrective actions
* Ability to apply general safe-work rules to specific problems to conduct work safely

Interpersonal Skills:

* Negotiate interpersonal conflict
* Demonstrate tolerance in working with others
* Identify unsafe work being done by others, and help assist them to work safely
* Function as part of a team

Communication Skills:

* Effectively communicate information and ideas so others understand your message

Work Styles:

* Maintain housekeeping rules in your work area and clean up messes you find
* Follow procedures and identify opportunities to improve safety procedures to shop management.

In compliance with the Americans with Disabilities Act as well as other laws, the University of California makes every effort to insure a high-quality and safe educational experience for students. The University follows the "[Guidelines Applying to Nondiscrimination on the Basis of Disability](http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc1450.html)".

[ <http://www.ucop.edu/ucophome/coordrev/ucpolicies/aos/uc1450.html> ]