

General Shop Guidelines

With Makerspace Safety Rules

Attire when running dangerous equipment:

- Avoid clothing that can get caught in machinery (Long sleeves, rings, necklaces, etc.)
- Long hair should be tied back to avoid getting caught in any moving machinery
- Closed toed shoes are to be worn at all times

Tools and Equipment:

- Makers are to be trained on any tools used. Those not trained should not attempt to learn on their own. An inexperienced person should do the following:
 - Thoroughly read user's manual and understand the document
 - Work with trainer or designated instructors to be trained on how to properly use tools
- Have more than one person present when operating life threatening tools
- All tools must be put away/or turned off (Includes drill bits, saw blades, extension cords, etc.)

Personal Protection Equipment (PPE):

- Safety glasses should be worn at all times, and especially when working with tools
- Hearing protection is to be worn when using or around loud work
- Laser glasses are recommended to be worn when working with laser cutter
- Any Makerspace visitors during an educational class are to be provided safety glasses, even if the visitor is not directly involved in using tools

Other:

- Know where First Aid and Fire Extinguishers are located
- KEEP WORK AREA CLEAN - Cluttered areas and benches invite accidents
- All dust and metal shavings must be vacuumed from benches and floor before leaving (Stop working early enough to allow adequate time for cleanup)
- Store work in progress in spaces provided, not out on open tables and benches. Please mark your work with your name clearly visible. (Other Makers need areas to work when you are not there, plus it will keep parts from getting lost)
- Set thermostat to cost conserving temperature when last out if you changed it when you came in.
- Turn off all lights when last out.
- Remember our WiFi Password: "I promise I'll clean up when I'm done."
- Have fun