

# Common Makerspace / Workshop Rules

**The emergency phone number is**

# 9-1-1

*(or describe your emergency procedure here.)*

## **Report all injuries.**

- Do not attempt to remove foreign objects from the eye or body.
- If chemicals get in the eye(s), wash eye(s) for 15 minutes in an open flow of water before proceeding for medical treatment.

## **Use protective gear. Dress right.**

- Wear eye protection: safety glasses with side shields, goggles, or face shields at all times, whether working or not!!
- Do not wear loose-fitting clothing around moving or rotating machinery.
- Remove ties, jewelry, gloves, etc. especially around moving or rotating machinery.
- Tie back or cover long hair to keep it away from moving machinery.
- Wear only shoes that cover the entire foot, no open-toe shoes or sandals.
- Wear suitable gloves when handling hot objects, glass, or sharp-edged items.
- Wear appropriate clothing for the job (i.e., do not wear short sleeve shirts or short pants when welding).

## **Prepare.**

- Safety is your top priority when using the shop. If you are not sure what you are doing, ask.
- Know all the locations of all first aid, fire, and safety equipment.
- Never use a tool unless you've been trained to use it safely.
- Never work alone when using power tools. Two persons must be present and be able to see one another.
- Sign in before using any equipment.
- Do not work in the shop if tired, or in a hurry.
- Do not fool around, startle, or distract anyone (not even with a conversation) while either one of you is using a tool.
- Think through the entire job before starting. Prepare prints or drawings with all dimensions and specifications prior to using machines.

## **Use tools right.**

- Use tools only as they were designed to be used. (A wrench is not a hammer.)
- Never use a broken tool.
- Report any broken tools or machines immediately.
- Do not remove tools from the room.
- Never walk away from a tool that is still on.
- A hard hammer should not be used to strike a hardened tool or any machine part. Use a soft-faced hammer.
- Operate machines only with all required guards and shields in place.

## **Clean up.**

- Clean up every time whenever you leave an area, including sweeping the floor.
- Clean and return all tools to where you got them.
- Use compressed air sparingly; never aim it at another person or use it to clean hair or clothes.
- Shut off and unplug machines when cleaning, repairing, or oiling.
- Never use a rag near moving machinery.
- Use a brush, hook, or a special tool to remove chips, shavings, etc. from the work area. Never use the hands.
- Keep fingers clear of the point of operation of machines by using special tools or devices, such as, push sticks, hooks, pliers, etc.
- Keep the floor around machines clean, dry, and free from trip hazards. Do not allow chips to accumulate.
- Mop up spills immediately and put a chair or cone over them if they are wet enough to cause someone to slip.