

MAKER SPACE HEALTH AND SAFETY POLICY, TYLER 206

Students working in the Maker Space must abide by the following guidelines and policies. Use of this space is restricted to selective students working directly with an instructor on design projects utilizing specialized tools, such as the CNC Router and related computer software. Use of tools and space is a privilege that will be revoked if the Health and Safety Policy is not properly followed.

1. If there is an emergency call 312-5555 or just 5555 on a campus phone and notify the instructor/monitor immediately.
2. Any accident requiring medical attention must be reported to the instructor or studio monitor.
3. The use of advanced tools and equipment without an instructor or studio monitor is prohibited.
4. Eye protection and ear protection are required for use of CNC Router.
5. To use a tool, you must be trained on that tool by the instructor. If you are not sure how to run a machine, you must check with the instructor for further instruction.
6. If a student is using a machine incorrectly, calmly notify the student to stop their use AND notify the instructor.
7. Students are required to maintain the cleanliness of the room—following individual use, it is the responsibility of students to clean up debris that is a by-product of using the CNC Router (material waste, including dust, metal and plastics scraps, etc.).
8. No food or drink is allowed in the space.
9. There is a dust collection system in the room. This must be operated when using the CNC Router.
10. There is no ventilation system in the room. Aerosol or solvent-based materials or materials with noxious fumes may not be used in the room.
11. When using tools, full attention must be maintained in their use. Inappropriate behavior with use of tools and/or around work area is prohibited.
12. Headphones may not be worn when operating any machinery.
13. All tool maintenance must be conducted by the instructor, the monitors, or designated professionals.
14. No tools may be removed from the space.
15. If a tool or machine appears to be working incorrectly, stop using it, unplug it, and notify the instructor or monitor.
16. Guards may not be removed from any tools.

ROOM DRESS CODE:

1. No loose or baggy clothing may be worn while using the space. This includes but is not limited to ties, scarves, skirts, and large, draping clothing.
2. No loose jewelry may be worn around the neck, hands, or wrists.
3. No open-toe shoes may be worn in the space—sturdy closed-toe shoes only.
4. Long hair must be tied back at all times.
5. Eye protection and ear protection are required for use of CNC Router.

FIRE PREVENTION:

1. Students should familiarize themselves with all exits and the locations of fire extinguishers and fire alarms (in hallway connected to room), and fire blankets (directly across hall in 205 Tyler (woodshop)).
2. If there is a fire: call 312-5555 or just 5555 on a campus phone and notify the instructor immediately.
3. Never use water to extinguish a fire.

SIGNING STATEMENT:

By signing below, I acknowledge that I have read, understand, and will abide by the above stated Health and Safety Policy for the Maker Space. I also understand that use of tools and facilities is a privilege that will be revoked if the Health and Safety Policy is not properly followed.

NAME: _____

DATE: _____

INSTRUCTOR: _____

DATE: _____