



Fab Lab Induction Instructions (for public)

Induction and Agreement:

All users must complete a safety induction before using the Fab Lab.
Read and sign the Fab Lab induction document to acknowledge understanding of the rules.
If you're under 16, a guarantor must accompany you and sign the agreement.

Duty of Care:

Ensure your safety and the safety of others.
Follow instructions and safety guidelines from Fab Lab staff and wall signage.
Use equipment safely and with appropriate safety gear.
Help maintain and clean the machines and room.
Report any incidents or damage to staff.
Do not allow non-inducted individuals in the Fab Lab.
Adhere to Fab Lab rules to ensure safety.

Compliance:

Users without induction will be asked to leave.
Granting access to non-inducted individuals may result in revoked access.
Breaking rules or compromising safety may lead to revoked access.

Workshop Rules:

Follow the rules posted on the Fab Lab wall.
Machinery should be operated safely at all times.
Use standard operating procedures (SOP) provided or manufacturer guidelines.
Wear appropriate personal protective equipment (PPE) as indicated.
Only water bottles and lidded drink cups allowed; no food near machines.
Dress appropriately, securing loose clothing, hair, and jewellery.
Do not use the Fab Lab for storage.

Additional Guidelines:

Seek help from staff or other users if needed.
Report accidents immediately for first aid response.
Keep the Fab Lab clear of clutter, storing items under desks and shelves.
Return tools and equipment to their designated spaces.
Do not bring or use personal electrical equipment unless PAT tested.
Follow fire evacuation procedures as instructed by staff.

Safety Regulations:

Familiarize yourself with safety signs and their meanings.
Use appropriate personal protective equipment (PPE) as instructed.
Wear suitable clothing and footwear to avoid injuries.

General Machine Tool Safety:

Always wear safety glasses or goggles when using machinery.
Focus on the task and avoid distracting others.
Seek staff approval for special setups.
Keep the machine area clean and check for proper installation.
Ensure guards are in place before turning on machinery.
Remove tools from machinery before operation.
Report any issues with machinery to staff immediately.

Emergency Procedures:

Be aware of potential hazards and their identification.
First aid kits, including burns kits and eye wash, are available.
In case of fire, follow staff instructions and evacuate if necessary.
Gather at the assembly area and await further instructions.