Fab Lab Induction Instructions (for public)

Induction and Agreement - all users must:

- Complete a safety induction before using the Fab Lab.
- Read/sign the induction document to acknowledge understanding of the rules.
- (If you're under 16, a guarantor must accompany you to the induction and sign the agreement).

Compliance:

- For your safety, only inducted members may use the Fab Lab. Non-inducted visitors will be asked to step out until they have completed an induction.
- Please do not grant Fab Lab access to non-inducted individuals.
- Repeatedly breaking or compromising safety rules may result in your access being paused or revoked.

Workshop Rules – all user must:

- Ensure their safety and the safety of others by adhering to all Fab Lab rules, wall signage, and staff instructions.
- Use equipment safely with appropriate protective gear, treating all machines with care and respect to ensure their longevity for the community (technical maintenance is handled by staff).
- Leave all machines/workspaces clean and in the exact condition they found them.
- Sign out of all personal accounts on public computers and delete any sensitive images or documents from design software and local drives before leaving.
- Report any incidents, malfunctions, or damage to staff immediately.
- Not allow non-inducted individuals into the Fab Lab.
- Not bring or use personal electrical equipment unless PAT tested.

Safety Regulations - all users must:

- Familiarise themselves with safety signs and their meanings.
- Use appropriate personal protective equipment (PPE) as instructed.
- Wear appropriate clothing to avoid injuries.

General Machine Tool Safety – all users must:

- Always wear safety eyewear when using relevant machinery.
- Focus on the task and avoid distracting others.
- Seek staff approval before starting the machine process.
- Ensure guards are in place before turning on machinery.
- 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.