

## Fab Lab Induction Instructions (for public)

### Overview

- All users who want to use the Fab Lab must successfully complete this safety induction.
- After the Fab Lab staff has explained the terms of use, please read through the **Fab Lab induction document** and sign the agreement to acknowledge you understand the Fab Lab rules.
- If you are under 16, you must have a guarantor with you to sign the induction agreement.

### Duty of Care

Please do:

- not place yourselves or other persons at risk of injury.
- observe all instructions and safety guidelines issued by Fab Lab staff and on wall signage.
- use equipment in a safe manner with correct safety equipment.
- assist in the maintenance and cleaning of the machines and room before leaving.
- report any incidents or damage to relevant staff.
- Not allow others in the Fab Lab if they are not inducted.
- Not break the Fab Lab rules and guidelines or compromise Fab Lab and user safety.
- Take responsibility for the health and safety of yourself and of other users who may be affected by your actions whilst in the fab Lab.

### Compliance

- If users are found to be in the Fab Lab who have not completed the induction they will be asked to leave immediately.
- If users are found to be letting others in who have not completed the induction their access to the Fabrication Workshop may be revoked.
- If users are found to break the Fab Lab rules or compromise Fab Lab and user safety, their access to the Fab Lab may be revoked.

## Workshop Rules (see Fab Lab wall poster)

### **Don't put yourself or others at risk**

Fab Lab staff reserve the rights to revoke access should they find users not abiding with the Fab Lab rules.

### **Machinery operated in a safe manner at all times**

Equipment and machinery to be operated in accordance with the rules & procedures as per signage and explained by staff.

### **Standard Operating Procedures (SOP) (easy to use guides)**

Standard Operating Procedures (SOP) should be adhered to when operating each piece of equipment or machinery. Please see the manufacturer guidelines or use the easy-to-use guides available.

### **Personal protective equipment**

Personal protective equipment (PPE) is to be worn as indicated on health and safety wall signage per machines and specified in standard operating procedures. The Fab Lab has a variety of PPE for Fab Lab members to use.

### **All health and safety instructions must be observed**

All instructions, written or verbal, issued by staff must be observed.

### **Food and drinks**

Only water bottles and drink cups with lids can be used. No food in the Fab Lab. Do not put drinks near computers or electrical components.

### **Clothing, jewellery, and hair**

Appropriate clothing to the area and task is to be worn at all times - for instance, jewellery or loose fitting clothing is not to be worn in proximity to operational machinery, and beards and long hair are to be rigorously contained when operating machinery or power tools.

### **Damaged machinery**

Please report damaged machinery and switch off the machine.

### **No storage**

The Fab Lab is not a storage area for models and projects.

### **Ask for help**

If there is something you don't know or understand ask one of the staff or other users.

### **Report All Accidents - First Aid Response**

The Fab Lab contains a first aid kit with a burns kit and eye wash. Notify staff immediately.

### **Keep the Fab Lab room clear of clutter**

Keep access ways and doorways free from clutter.

Store your items under desks and shelves.

Dispose of rubbish in bins provided.

### **Tools**

Please put tools and equipment back in its allocated space.

### **External tools and materials**

Users must not bring or use their own electrical equipment unless PAT tested by library.





### **Fire – in the event of fire: (nearest fire button at top of third floor stairs)**

Follow instruction from library staff and leave the building calmly and quickly if instructed to do so.

At the assembly area (Market Square at the top of the steps), please wait patiently for further instructions.

## Safety Regulations

In the workshop, picture safety signs use universal symbols to:

Prohibition signs	Warning signs	Emergency signs	Mandatory signs
			
White background with red borders and cross bar	Triangle, Yellow background with black border	Rectangle, Green background and white symbol	Circle, Blue background with white symbol

### Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is a piece of clothing or equipment designed to protect an individual from risk of injury. Fab Lab PPE includes:

- Safety Glasses – must be used for Dremel drill
- Face Shields – Can be used for Dremel drill
- Gloves – must be used with the Heat Press and the Mug Press
- Lab coat – Can be used to protect your clothing
- Earmuffs – Can be used

Personal Protective Equipment (PPE) is designed to be the last line of defence between you and a hazard.

### Appropriate Clothing

Please wear appropriate clothing and footwear in the Fab Lab. Items like jewellery, loose hair and loose clothing can be caught in equipment and machinery resulting in a serious injury.

## General Machine Tool Safety

- Safety glasses or goggles must always be worn whilst using machinery and power tools.
- Give your full attention to the task when operating any machinery.
- Make sure that only the operator and the helpers are working around the machinery.
- Never talk to or distract a person who is operating machinery.
- Ask workshop staff to approve all special setups.
- Keep the floor around the machinery free of any material, including scraps.
- Be certain that saws and cutters are sharp and properly installed.
- Do not change a parts, cutter or blade without permission and assistance from staff.
- Ensure that all guards are in place and operating properly before turning on power to machinery.
- Remove all spanners, chuck keys, hex keys and other setup tools from machinery and the table before operating.
- Do not permit anyone else to turn on any machinery you are operating.
- Do not use a tool with a frayed wire or a defective switch (report it immediately to workshop staff).
- Arrange cords on portable equipment to prevent them being snared in the machinery or causing others to trip.
- Do not use any electrical tools when flammable gas, liquids or vapours are present.
- Keep electrical cords away from hot, wet or oily place.
- Notify staff immediately if machinery does not appear to be running or operating properly.
- Never make adjustments while machinery is running.
- In case of an electrical power failure, turn off the machinery and stand clear.
- Turn off the power and wait until the cutting tool stops turning before leaving any machinery.

## Emergency Procedures

### Hazard Identification

It is important to be aware of potential hazards. Hazards come in many forms. They include but are not limited to:

- punctures, stabs, cuts, abrasions
- Chemical and Material - poisoning, allergic reactions, etc.
- Manual Handling – sprains and strains
- Slips, trips and falls - bone fractures, head injuries, etc.
- Environmental, Air Quality and Noise - hearing damage, etc.
- Electrical - shock, burns, etc.
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### First Aid Response

The Fab Lab contains a first aid kit with a burns kit and eye wash. If you suffer an injury whilst operating a machine, alert a member of staff immediately and turn the machine off immediately.

### Fire

In the event of a fire:

1. Raise the alarm if it has not already been done so by staff.
2. Follow instruction from library staff and leave the building calmly and quickly if instructed to do so.
3. Evacuate if necessary: leave immediately by the nearest safe exit and go directly to your assembly area.
4. At the assembly area (Market Square at the top of the steps), please wait patiently for further instructions.