



## **The Makery General Safety Rules and Conduct**

### The Makery Lab Information, Conduct and Safety Rules

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Welcome to the Makery. Prior to usage of any lab space at The Makery members are required to have read this document, undergone safety training and/or testing in each of the labs that they will be using, and signed the contract signature sheet (maintained by the Lab Mentor) as acknowledgement of the information herein.

Each lab space is different and requires a different set of skills and safety protocols for them to be used by members. Safety training will be offered periodically and new members will sign up for those labs and trainings that they wish to participate in. Each laboratory has its own classification and training protocols as seen below.

<b>Lab</b>	<b>Lab Classification</b>	<b>Training Type</b>	<b>Status</b>
Costume Shop/Sewing Lab	Workspace/Lab	General Training	OPEN
STEM/3D Printing Lab	Workspace/Lab	General Training	OPEN
Building Trades Woodshop	Heavy Lab	Formal tool specific training	OPEN
Industrial Design Machine Shop	Heavy Lab	Formal tool specific training	COMING SOON
Welding Lab	Heavy Lab	Formal tool specific training	COMING SOON
Culinary Arts Industrial Kitchen	Heavy Lab	Formal tool specific training	COMING SOON

## General Lab Conduct and Safety Rules

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- All Labs
  - Never work in the lab while tired, intoxicated, or otherwise impaired.
  - Always use common sense. Before undertaking an operation with a tool, think out the path of the tool and your body. Never place yourself in the path of a tool or apply pressure that will strike a sharp edge with your body should something slip.
  - Eye protection must be worn at all times when in heavy labs. This applies regardless if you are working on machinery or not. Activities of others can affect your safety. Some workspaces at times may require the use of eye protection such as when soldering in the STEM/3D Printing Lab
  - Hearing protection is available. Use it when operating loud machinery.
  - Listening to music or using a personal electronic device is prohibited while near operating machinery. When not near operating machinery please be considerate of others
  - If you are unsure of proper operation of a tool or machine or uncomfortable with its use, ask for a shop supervisor for assistance.
  - No member is allowed to work in the any shop alone. Period. You must have at least one other person with you. If there is an accident, the other person can call for help and come to your aid.
  - Obtain first aid immediately for any injury. Report all accidents/injuries to the lab mentor no matter how insignificant they may seem at the time. Complete an Incident Report Form and give it to the lab mentor. This will help us to mitigate hazards in the future.
  - No pets allowed in the lab.
  - Ask for help when moving awkward or heavy objects.
  - Be sure you have sufficient light to see clearly when performing any job. Well lit workspaces are much safer and less straining on the operator.
  - Work at a pace that is comfortable for you. Rushing will compromise safe working practices along with part quality and increases the chance of damaging equipment. **Set your work aside if you become tired.**
  - Listen to the machine(s) - if something does not sound right, shut it down. Often if the machine sounds abnormal to you, it probably is not operating properly. Inform the lab mentor if you believe a machine or tool be operating abnormally.
  - If you do not know how to do something – ASK! Do not engage in any activity that may have unusual risk. Trust your judgment. Check with the shop supervisor if you have any doubts about what you are doing.

- Heavy Labs (see list on first page)
  - Do not operate machinery that you have not been authorized to use. This will protect both you and the equipment from harm. Many tools require machine specific training. See the lab mentor, for how to get properly trained.
  - Do not attempt to oil, clean, adjust or repair any machine without training. If you feel a tool or machine is in need of maintenance, please inform the shop supervisor.
  - Ensure that all machine guarding is in place and functioning properly. Inform the lab mentor if the guarding or other safeguards are damaged or malfunctioning.
  - Do not leave machines running unattended.
  - Do not try to stop the machine with your hands or body. Stopping the machine with your body can result in entanglement. Let the machine come to a stop naturally or use provided brakes.
  - Always keep hands, hair, feet etc. clear of all moving machinery at all times. Be aware of all moving parts, especially blades, cutting tools and chucks.
  - Double-check that tooling and work pieces are properly supported and clamped prior to starting the machine. Starting a spindle with loose tooling or machining a loosely clamped work piece can produce flying hazards.
  - Heavy or unwieldy work pieces often require special support structures to machine safely. Ask for help if you are unsure if your workpiece requires additional support.
  - Remove chuck keys, wrenches and other tools from machines after making adjustments. Chuck keys left in the chuck when the machine turns on become dangerous flying objects. Return chuck keys to their proper storage location.
  - Deburr sharp edges of freshly cut stock. This includes the piece of stock that goes back in the stock rack. Eliminating burred edges minimizes the chances for personal injury and marring of precision machine surfaces.
  - When working with another person, only one person should operate the machine.
  - Do not lean against the machines. If you need a rest, grab a chair.
  - Do not talk unnecessarily while operating a machine or talk to others while they are operating a machine. Do not become a distraction to others. **Concentrate on the work and the machines at all times. If you must talk, turn off the machine.**
  - Never use compressed air to clean your clothes or any part of your body. Particles can become embedded in skin and eyes. In extreme cases, air can be introduced into the bloodstream.
  - All projects must be brought home with you

## Lab Cleanliness Rules

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- All Labs
  - Keep floors free of oil, grease or any other liquid. Clean up spilled liquids immediately, they are slipping hazards.
  - No food or drink allowed near equipment including electronic equipment. Food and drink should be consumed away from an active work space.
  - Store materials in such a way that they cannot become tripping hazards. Immediately return all excess material to its proper storage place.
  - Put tools away when not in use. This prevents loss of tools and also makes them available to others.
  - Place all scrap in the appropriate receptacle.
  - Use provided trash containers. Do not place hazardous materials in trash containers.
  - **Stop work 10 minutes prior to the time you need to leave the lab or that the shop is scheduled to close.** This will provide ample time to clean and replace tools to their homes.
  - **KEEP THE LAB CLEAN AT ALL TIMES.**
    - It is all of our responsibility to keep the shop clean. There is no excuse for a cluttered/messy workspace. If your workspace is cluttered, then you are working too fast.

## Dress Code

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- All Labs
  - **No open toed shoes or narrow heels.** To provide secure footing, choose shoes with softer soles and stable platforms. Wearing appropriate footwear will help protect feet from falling objects and hot sparks or chips. Steel toed shoes are recommended for heavy labs.
  - Dress appropriately for the space you are using
  - Restrain all hair that has potential for entanglement with moving machinery.
- Heavy Labs
  - No shorts, dresses or skirts allowed when working in the metal shop. Burred edges of freshly metal such as sheet stock are razor sharp. Wearing of long pants will protect you and those around you. Additionally, hot chips will burn/cut exposed skin potentially startling the operator.
  - No loose clothing allowed. This includes but is not limited to ties, scarves and loose- sleeved shirts. Short sleeves or sleeves rolled above the elbow are

preferred. When welding, long sleeves are required for protection from arc-flash and metal sparks and a leather apron is recommended.

- **Remove all jewelry that could be caught in moving machinery.** This includes rings and loose bracelets. Remove necklaces and the like, if not securely restrained.
- Wearing of work gloves when working on moving machinery is prohibited. Gloves can easily become entangled in moving machinery and thus are not allowed.

## Emergency Information

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- For Emergency Assistance Immediately dial 911 and inform the closest mentor as soon as possible.
- Any incident involving injury **must** be documented in a safety report which will be filled out with the mentor who was on duty at the time of the injury
- The address for The Hannaford Career Center is 51 Charles Avenue Middlebury Vermont 05753.