Guidelines & Safety Rules

Guidelines

Be respectful! The makerspace is a place everyone is welcome, and a place designed to inspire creative, collaborative, innovative thinking. We want to encourage a maker culture where

- Every maker shares responsibility for safety.
- Makers help one another and are receptive to feedback.
- Innovation and positivity are encouraged.
- It’s perfectly okay to fail, as long as you learn from your mistakes.

Orientation and safety training are required before you operate any machine.

The SIC is a space to be productive, learn, create, and have fun doing so but also a place to work safely. Please respect posted safety rules and equipment guidelines. Ask plenty of questions, respect the makerspace equipment and other makers, and have fun!

Safety

Report all injuries, incidents, and accidents immediately

- Report all accidents, injuries, or incidents to a SIC staff member immediately.
- Immediately stop use of the tool or equipment if it becomes unsafe.
- Report any broken or malfunctioning tools, parts, or machines to staff immediately.
- Do not ever use broken tools or equipment.

Safe Conduct

- Absolutely no running or horseplay in the makerspace. Distractions may cause mistakes or accidents.
- Use the space and equipment safely, and leave the space and equipment clean and in working condition.
- Work and behave in a way that protects your own safety, and the safety of others.
- Ask for help if you don’t know how to use equipment or tools.
- Operating certain equipment is restricted to those who have been trained how to do so safely and effectively. More technical equipment requiring training is marked with a sticker.
- Minors (under 18) must be accompanied by an adult. Unaccompanied minors can explore the SIC lobby and the 3D printing displays, but will be asked to return with an adult present in order to use the equipment.
• Personal projects built at home or outside of an SIC space must be approved by a staff member before being brought into the makerspace to ensure they’re not a safety hazard.

Prepare
• Safety is your top priority when using the makerspace. Make sure you know where the first aid kits are located, where the fire extinguishers are, and where to go in the case of an emergency.
• Always double-check your work with another maker. Before starting a project, check with a volunteer or a SIC staff member to ensure you’ve done everything correctly.
• Never use a tool unless you’ve been trained to use it safely.
• Please do not work if you’re tired or in a hurry.
• Think through your entire project before starting. Prepare prints or drawings with all specifications or dimensions before submitting your project online.

Wear appropriate attire
• Clothing and jewelry that might get caught in the equipment must not be worn. Long hair should be properly secured so it doesn’t get caught in the machines.
• Safety glasses must be worn in the SIC when machines or tools are in use.
• Hearing protection should be worn in certain areas of the makerspace, when loud equipment is in use.
• Wear suitable gloves when handling hot or sharp objects.

Use tools correctly
• Do not ever use broken tools or equipment
• Use tools only for their intended use.
• Please do not remove tools from the makerspace.
• Never leave a tool on or running if you’re not present.
• Never tamper with a tool’s safety features. Always operate machinery according to its recommended protocol.
• If tools are being used improperly, a SIC staff member may revoke a visitor’s tool or equipment access.

Food and drink
• Covered beverages are allowed on tables or desks. Beverages are not allowed on any table that houses equipment, machines, or tools.
• Food is allowed on tables or desks. Food is not allowed on any table that houses equipment, machines, or tools.
• Clean up any spills immediately.

Cleaning up
• Always clean up after yourself. Leave the makerspace as clean and tidy as possible.
• Always tidy up and return all tools and parts to where you found them.
• Always take apart and place back any Lego, Lego Mindstorms, littleBits, or Arduino parts once you’re done for the day so that others may use them too.
• Discard or recycle used items.
• Shut off and unplug any machines while cleaning.
• Never use a rag near moving machinery.
• Use a brush, hook, or special tool to remove chips, shavings, etc. from the work area. Never use your hands. Keep fingers clear of the point of operation of machines by using special tools or devices.
• Keep the floor around the machinery clean, dry, and free from trip hazards.