



Protective clothing
must be worn
in this area



DANGER
Moving
machinery



**Accidents
must be
reported**

- **NO access outside of advertised times - Monday to Friday from 9am to 1pm and 2pm to 5pm.**
Check the access timetable for scheduled sessions and bookings. (on the website or by the doors)
- **ALL workshop users must be orientated for Workshop access** and complete the machine basics training for Machine shop access. Details are on the website or speak with a Technician.
- **NO food or drink in the workshop** - Water bottles are allowed in the breakout / changing area.
- **NO Headphones** (unless it is for a digital audio project, with Technicians permission).
- **NO tools or equipment are allowed to leave the Makerspace.**

- **Protective Clothing must be worn in this area:**
 - **Eye protection** - Over-specs are provided. If they do not fit, speak with a Technician.
 - **Safety shoes** - Sizes 3 to 13 are available in the breakout zone. Please use the cleaning spray.
 - **Apron or Lab coat** - located by the main workshop door.
- Workshop users **MUST** tie-up loose hair and secure baggy clothing. Hair ties are available.
- Workshop users **MUST** remove any accessories on the hands wrists or fingers, if possible. Any items for religious reasons, please make a Technician aware before starting work.

- Safe operating capacity is 35 students, maximum capacity is 40 people. Check apron numbers on arrival. If there is no aprons available then we are at capacity. Check with a Technician for support.
- Personal Items (coat, bag, shoes) must be stored in the pigeonholes in the breakout zone or under your workstation. Keep the breakout tables clear for other users.
- Workshop users **are allowed personal electronics** in the workshop (Phones, tablets, Laptops), but it is **AT YOUR OWN RISK**. Try and keep electronic device usage work related.
- Waste materials must be disposed of using the **Waste management system** (Check the posters near the bins for details).
- Any projects left out after your session or overnight (for gluing or drying purposes) will need technician approval first or they will be removed, dismantled or destroyed.
- **Controlled equipment (Power tools & Sharps) are available for sign-out via the Technician office.** Workshop users will need establish competency or may be questioned to operate the equipment. Demonstrations and instructions are available on request.
- **You are responsible for signed out equipment,** please use it as instructed or designed. On completion of your work please sign back in any controlled equipment to the office.
- **Please allocate 15mins** at the end of your sessions to focus on **House-Keeping Procedures:**
 - 1) Put any hand tools away on the tool trolley.
 - 2) Sign back in any controlled equipment (back to the technician office).
 - 3) Follow the Waste Management procedures.
 - 4) Clean and Clear your workstation.
 - 5) Place all PPE back into its original location when leaving.

- **Please report any and all accidents and incidents to a technician on duty immediately.**
 - This includes, but not limited to:
 - First aid incidents and pre-existing injuries
 - Deployment of the Emergency stop system (Workshop & Machine shop).
 - Any Spills and use of the Spill kits / spill containment.
- Please refer to **the Emergency Plan poster** for detail information about Makerspace procedures.