



## Hazardous Processes CMU Student Makerspace Safety Rules

**Never work alone.** A shop manager, monitor or partner must be present at all times.

**Training and approval is required** to operate any power equipment.

**Appropriate personal protective equipment must be worn** at all times. This includes safety glasses or goggles, gloves for sheet metal, and appropriate shoes and clothing.

**All appropriate guards and shields must be secured** and in place prior to operating.

**Inspect equipment.** If equipment does not appear to be operating normally, report the issue.

**Before beginning work:**

- **Secure loose clothing.**
- **Remove all jewelry** before beginning work.
- **Secure long hair** so it cannot come in contact with machinery. This includes beards.

**Aisles, exits and access to emergency equipment** must be kept clear.

**Food and drinks** are permitted in designated areas only.

**Compressed air** must not be used to clean skin or clothing.

**Stop** any person you see working unsafely if it is safe to do so. Report unsafe practices.

**Shop managers and monitors** have full authority to prohibit shop or tool access and/or use.

**Do not distract others and concentrate on your task.** Distractions are forbidden.

**Personal electronic devices** such as music players, cell phones, earphones, etc., must not be used when working at any machine. Loud music is prohibited.

**Attend all running machines.** Never leave a running machine unattended.

**Never work impaired.** You must be alert at all times.

**Health, safety or other concerns?** Notify the shop manager if you have health concerns that could impair or limit your ability to work safely (seizures, physical limitations, medication, lack of sleep, illness, etc.).

**Obey and adhere** to all additional local shop rules.

**Report** all injuries and accidents to the shop manager.

**If you have questions or process deviations, contact your shop manager.**