



Date: _____

Name: _____

FABWorks Safety and Shop Rules

The FABWorks facility is intended to encourage and facilitate community, industry and student collaboration through hands-on experience in the design, fabrication and testing of innovative technologies. In order to maintain a safe working environment, the following safety rules must be observed by all individuals entering the facility.

General Admittance and Personal Safety:

1. Each user **must** read and acknowledge this list of “FABWorks Safety & Shop Rules,” and agree to comply with all rules by signature of this form.
2. Each user **must** receive the ‘General Facility Safety Briefing’ prior to accessing FABWorks.
3. Each UCI affiliate **must** complete their Safety Training Self Assessment and all assigned courses. If the online training is offered after needed machine use, then registration of the safety course confirms ability to use the machine given FABWorks specific training.
4. Visitors must not be permitted to use powered tools or any equipment in the facility and must be approved in advance by the lab manager.
5. Users **must** use brushes or appropriate scrapers to clear material shavings from equipment.
6. Users **must** always clean table, floor, and machine after use, and make sure all material does not accumulate and become a fire hazard.
7. Oily rags and solvent rags **must** be disposed of in their designated containers, respectively.
8. When not in use, all flammable liquids **must** be stored in the appropriate Flammables Locker.
9. All rechargeable batteries **must** be stored away from flammable materials as they can spontaneously combust. Battery chargers **must** be used away from combustible materials.
10. Sharp objects such as razor blades **must** be disposed of in the designated container.
11. Users **must** be aware of hazards associated with “stored energy devices.” *Some examples include: capacitors, magnets, springs, shock absorbers, pneumatic systems, batteries and bottled gases.*
12. Users **must** immediately report any hazardous condition, close call, mishap, injury, accident or emergencies to the on-duty Lab Supervisor.
13. Users **must not** touch or move other projects, or any equipment or hardware without the consent of the on-duty Lab Supervisor.
14. Users **must not** conduct themselves in a manner detrimental to themselves or others around them (e.g. horseplay) at any time.
15. Users **must not** eat or drink near equipment.
16. Users **must not** lift heavy objects (greater than 30 lbs.) without assistance; wear steel toe shoes when working around and lifting heavy objects.
17. Users **must not** operate any powered equipment without oversight of others (e.g. another user or Shop Supervisor).
18. Chemicals **must not** be brought into the FABWorks facility without prior consent of the FABWorks; In addition, the user must verify with an MSDS form for each chemical used by consulting the FABWorks MSDS binder.

General and Specific Equipment Operations:

- 19. Users **must** only use equipment in which they are checked out for and have completed the SOP and SBU.
- 20. Users **must** wear the recommended Personal Protective Equipment (PPE) as described for each piece of equipment and operation.
- 21. Users **must** immediately report any broken tools or suspicious sounds coming from equipment to the on-duty Shop Supervisor.
- 22. Users **must not** wear open-toed shoes, loose clothing or untied hair in the shop.
- 23. For larger projects or tasks, users **must** help spot for others (e.g., large plywood sheet in scroll saw or carrying large pieces of material).
- 24. Users **must** make sure that all electrical tools and equipment are unplugged when not in use.
- 25. Users **must** not leave a running machine unattended.
- 26. Users **must** visually inspect the machine they intend to use, *before* powering up the machine, to make sure everything is in good condition and all parts are where they need to be for safe operation.

27. Work Tasks and Projects:

- 28. For each new project, the individual(s) with the idea **must** complete and submit a FABWorks Project Evaluation and Approval form, and schedule to meet with the FABWorks team for 15 minutes to complete the Project Assessment Phase. Thereafter, if the project is approved, the individual(s) may move forward with the next step.

29. General Operations and Training:

- 30. Users **must** adhere to the FABWorks hours of operation, and perform work only during those hours. Exceptions must be approved in advance by the FABWorks Lab Supervisor.
- 31. Users **must** always cleanup the shop area, put tools away in proper locations and store projects in assigned space at the end of the work period.

Determination of whether or not a person has deviated from shop rules is based on supervisor discretion. I have read the above shop and safety rules for FABWorks, and agree to comply with all rules. I understand that any non-compliance of the rules may result in the complete loss of privileges.

Signature and Date: _____

Printed Name: _____