



## **General Safety Guidelines**

### **IN AN EMERGENCY DIAL 911**

#### **General Guidelines for the Space**

- Follow the rules for each piece of equipment or area.
- Report any unsafe behavior, injuries or malfunctioning equipment to staff immediately.
- Don't take equipment out of The Maker Spot or steal.
- Keep cabinet drawers and doors closed.
- Clean and return any item to its proper storage when not in use.
- Clean up before you leave an area.
- No horseplay, startling, or distracting anyone (not even with a conversation) while either one of you is using a tool.

#### **Personal Safety**

- Safety goggles, gloves, ear protection, and masks are all available. It is your responsibility to use the proper safety equipment for your project.
- Be aware of locations of first aid equipment and know of the operating guidelines for the equipment you are using.
- Remove or fasten any loose clothing and/or jewelry.
- Tie back or cover long hair.
- Wear closed toed shoes.
- If you are not sure what you are doing, ask a staff member.
- Never operate machinery if tired or in a hurry.

#### **About the Equipment**

- Use tools only as they were designed to be used and always use the proper type and size of tool.
- Check tools for damage before using and never use a broken tool.
- Always check adjustments on the machines before turning on the power.
- Make sure that everyone is clear of the machines before turning on the power.
- Start your own machine and remain with it until you have turned it off and it has come to a complete stop.
- Keep all safety guards on the machines in their correct position.
- Keep hands, fingers, and hair away from the blades or other moving parts of equipment. · Stay clear of machines being operated by others.
- Stay focused on your work at all times while operating equipment.
- Shut off and unplug items when you are finished using them.
- Let hot items cool completely before handling and/or storing.
- Always close or cover blades, if possible, when not in use.
- Dispose of combustible, corrosive and/or otherwise hazardous materials in the designated containers.

*Failure to follow these guidelines may result in the revoking of The Maker Spot privileges and/or Library privileges as outlined in the NRH Library's Patron Behavior Policy.*