Workshop rules

For everyone, on every visit



The makerspace



Undergraduate Projects Workshop

These rules apply to the whole room. Each machine also has its own safety sheet and instructions. Read both before you use a machine for the first time.

Opening hours	08:00–15:00
Run by	Nitai Bibber, makerspace engineer
Before a new machine	Read its safety sheet, then ask Nitai to show you

Before you start

- Wear closed shoes. Tie back long hair. Take off scarves, lanyards and dangling jewellery, and roll up loose sleeves.
- Wear safety glasses whenever you, or the person next to you, is cutting, drilling, milling, soldering or using compressed air.
- Find the exits, the first-aid kit, the fire extinguisher and the stop button of the machine you are about to use.
- Check the machine and the tool before you switch on. If a guard is missing or something is damaged, don’t use it. Tell Nitai.

While you work

- Use only the machines you have been shown how to use.
- One person operates a machine at a time. Don’t talk to or distract someone who is operating one.
- Clamp the work. Keep your hands away from anything that turns or cuts.
- Stay with a running machine. The 3D printers are the one exception, once the first layers are down.
- Keep guards and enclosure doors in place. Never bypass a door switch.
- Keep the floor and the aisles clear: bags under the table, cables off the floor.
- No food or open drinks at the machines or the soldering benches.
- No headphones while you operate a machine. You need to hear it.
- Compressed air: wear glasses, and never point it at skin, a face or your clothes.
- If something looks, sounds or smells wrong, stop, switch off and tell Nitai. Don’t repair a machine yourself.

When you finish

- Switch the machine off and wait until it has stopped.
- Brush or vacuum the chips and dust. Put offcuts and waste in the bins.
- Return every tool to its place. The foam cut-outs in the trolley show what is missing.
- Report anything broken, blunt or running low. It helps the next person.

Always

- Ask when you are not sure
- Glasses on before the machine is on
- Clamp it, then cut it
- Leave the bench cleaner than you found it

Never

- Use a machine when you are tired, unwell or in a hurry
- Remove a guard or defeat a safety switch
- Cut or print a material you can’t identify
- Take tools out of the room

If something goes wrong

- Stop the machine: press its stop button or switch it off.
- Make the area safe and call for help. Tell Nitai.
- Serious injury or fire: call 101 (ambulance) or 102 (fire), then campus security.
- Burn: hold it under cool running water for 20 minutes. Don’t use ice. Tell Nitai.
- Cut: press a clean dressing on it and raise the hand. Get first aid.
- Report every injury and every near miss, however small.