LuneLab Makerspace
Health & Safety Guidelines

Plan your Work
- Think through the entire job before starting.
- Make yourself aware of any existing safety practices before undertaking hazardous procedures. If in doubt, ask.
- Complete a risk assessment before carrying out any potentially hazardous procedure.
- Know the locations of all first aid, fire and safety equipment.
- Do not to use any tool or piece of equipment unless you are competent in its use (and have completed induction/training where necessary and have read all manuals and safety instructions), or are under the direct supervision of a competent user.
  - **It is your responsibility to ask another member to train or supervise you until you have the necessary skills.**

Prepare your Mind
- The health & safety of both yourself and those around you is paramount. There are numerous potentially dangerous tools and equipment.
  - **It is the duty of every member to make sure they operate safely and do not endanger themselves or those around them**
  - If a member notices someone working in an unsafe manner, raise your concerns with that member as soon as is safely possible
- Members must not operate hazardous equipment while their judgement or reaction times are impaired:
  - Whether due to alcohol, drugs, illness, fatigue or any other condition.
- Do not fool around, startle, or distract anyone while either one of you is using a tool.

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Protect Your Body
- Wear appropriate Personal Protection Equipment (PPE):
  - Protect your eyes with safety glasses, goggles or face shields
  - Protect your ears with ear defenders
  - Protect your lungs with dust masks
  - Protect your hands with gloves
  - Protect your feet with shoes that cover the entire foot
- BEWARE of fast moving or rotating machinery or equipment:
  - Long hair must be restrained (either tied back, under a hat or hairnet or pinned back)
  - Ensure you are not wearing any loose clothing
  - Remove ties, scarves, jewellery, etc

Before You Start
- Performance of high risk activities should be communicated to other members and guests present if they might be affected. Other members can object to the activity at that time.
- Never work alone when using high risk machinery, such as the lathe. Two persons must be present and be able to see one another.
- Beware of flying debris. Ensure that both you and other users are protected. This includes soldering.
- Secure your work when using hand or power tools. Always use clamps, not your hands, to hold a workpiece. If the tool binds, the work will spin dangerously.
- DO NOT BE ON FIRE! Heat guns, handheld torches and soldering irons can generate fires if used without proper attention to the work and surrounding areas.
- If using tools producing noxious exhaust gases or dust, then these must be safely vented/protected and must not create a hazard or endanger those around you.
- Operate machines only with all required guards and shields in place.
- Do not use broken tools or machinery; report them immediately and place a warning note on them
- Only use tools and machines as they were designed to be used.

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After You Have Finished

- Record any accidents or injuries so that we can monitor and control risks
- Shut off and unplug machines when cleaning, repairing, or oiling.
- Equipment used must be left clean and tidy following appropriate shutdown procedures.
- Use a brushes, hooks or a special tool to remove chips, shavings, etc. from the work area and equipment. Never use the hands.
- Clean up every time whenever you leave an area, including sweeping the floor.
- Clean and return all tools to where you got them.
- Keep the floor around machines clean, dry, and free from trip hazards. Do not allow chips to accumulate.
- Mop up spills immediately and put a chair or cone over them if they are wet enough to cause someone to slip.
- All breakages/damage must be reported immediately.
- Any contamination of work surfaces or equipment must be dealt with promptly
- All reagents or samples, whether in storage or in use, must be clearly dated and labeled with details of the substance and a name or initials to determine the user. Where appropriate, additional hazard warning labels, such as radioactive tape, must be applied.
- Samples and reagents must be stored correctly
- All waste must be disposed of promptly in an appropriate manner as directed by the risk assessment
- Never use a rag near moving machinery.