

GCC Library Creative Space - Safety Rule and Student Waiver

General Rule of Safety

1. Only authorized persons may use the space during assigned hours. No guests or visitors allowed.
2. No eating or drinking in the space.
3. Always wear eye protection designed for the type of work being done, when you or anyone else is in the workshop.
4. Get first aid immediately for ANY injury. Report all accidents and injuries immediately.
5. Be sure that all machines have effective and proper working guards.
6. Do not attempt to oil, clear, adjust, or repair any machine while it is running.
7. Do not leave a machine while it is running.
8. Do not try to stop the machine with your hands or body.
9. Always see that work and cutting tools on any machine are clamped securely before starting.
10. Keep the floor clear of scrap and waste pieces. Put them in the containers provided.
11. Get help when handling long or heavy pieces of material.
12. When working with another person, only one should operate the machine or switches.
13. Do not lean against the machines.
14. Always concentrate on your work and the machine, it only takes a moment for an accident to occur. Do not talk unnecessarily while operating a machine. Do not use a cell phone.
15. Be sure you have enough light to see clearly when doing any job.
16. In case of fire leave the space immediately and pull the closest fire alarm then head to the Library assembly point.
17. Automated External Defibrillators AED is located at the east side circulation desk.

Housekeeping

1. Clean up spilled liquids immediately; they are slipping hazards.
2. Aisles should always be kept clear to avoid tripping or other accidents.
3. Store materials in such a way that they cannot become tripping hazards. Return all excess material to its proper storage place.
4. Put tools away when not in use.
5. Place all sharp waste in designated containers.

Dress Code

1. Wear clothes required for the lab. (Shirt with sleeves and pants below the knees)
2. Close toed shoes ONLY. No open toes shoes or shoes that don't cover the entire foot.
3. Wear gloves If material is rough, has a sharp/jagged edge, or hot.

I _____, have read and fully understand the lab safety rules. I understand the risks and agree to abide by all rules set forth by GCC Library Creative Space. I understand that access to this space is a privilege that comes with responsibilities and not a right.

MEID _____

Signature _____ *Date* _____