



Make It UP! Safety Protocols

These guidelines are for the protection of our visitors. We have a “3 Strikes, You’re Out” rule in place, which is outlined below. Any visitor found repeatedly not following these guidelines will be asked to leave the Make It UP! Makerspace and their access to the space will be terminated, regardless of payment. These rules must be reviewed and signed before any access to the Make It UP! Makerspace is allowed.

USE PROTECTIVE GEAR AND DRESS APPROPRIATELY.

- WEAR APPROPRIATE CLOTHING FOR THE PROJECT.
- Wear PPE (personal protective equipment) when appropriate.
- Do not wear loose-fitting clothing around moving or rotating machinery.
- Remove ties, drawstrings, jewelry, gloves, etc., especially around moving or rotating machinery.
- Tie back or cover long hair to keep it away from moving machinery.
- Wear only shoes that cover the entire foot. No open-toe shoes or sandals.
- Wear suitable gloves when handling hot objects, glass, or sharp-edged objects.

REPORT ALL INJURIES.

- Do not attempt to remove foreign objects from the eye or body.
- If chemicals or airborne particles get in the eye, wash the eye for 15 minutes in an open flow of water before accessing medical treatment.
- Report any and all injuries to the attention of the supervisor on duty IMMEDIATELY after tending to the injury.

PREPARE.

- Safety is your top priority when using the Makerspace. If you are not sure what you are doing, ask.
- Know the locations of all first aid equipment, fire extinguishers, and safety equipment.
- Never use a tool unless you have been trained to use it safely.
- Sign in before using any equipment.
- Do not work in the Makerspace if you are tired or in a hurry.
- Do not fool around, startle, or distract anyone (not even with conversation) while either one of you is using a tool.
- There will be no running, pushing, shoving, yelling, or fighting while in the Makerspace.
- Think through the entire project before starting. Prepare prints or drawings with all dimensions and specifications prior to using tools or equipment.

USE TOOLS CORRECTLY.

- Use tools only as they were designed to be used. (A wrench is not a hammer.)
- Never use a broken tool. Report any broken tools or equipment to a supervisor immediately.
- Do not remove tools from the Makerspace without expressed permission from a supervisor.
- Never walk away from a tool or equipment that is still turned on.
- A hard hammer should not be used to strike a hardened tool or equipment part. Use a rubber mallet to loosen any tool or when striking tool handles, such as chisels or screwdrivers.
- Operate equipment only with all required guards and shields in place.
- Keep fingers clear of the point of operation of equipment by using special tools or devices, such as push sticks, hooks, pliers, etc.





CLEAN UP.

- Clean up every time you leave an area, including sweeping or vacuuming the floor.
- Clean and return all tools and equipment to where they belong.
- Shut off and unplug equipment when cleaning.
- Never use a rag near moving machinery.
- Use a brush, hook, or special tool to remove chips, shavings, etc. from the work area. Never use your hands.
- Keep the floor around equipment clean, dry, and free from trip hazards. Do not allow chips to accumulate.
- Mop up spills immediately and put a "Wet Floor" sign over them if they are wet enough to cause someone to slip.

EMOTIONAL/BEHAVIORAL SAFETY.

- We are an inclusive area that welcomes people from all walks of life. This must be respected at all times. Any harassment (racial/ethnic/sexual/religious) will NOT be tolerated.
- The Make It UP! Makerspace follows a discipline rubric which is available to all visitors upon request. Although this is geared towards children, we expect adults to abide by the outlined expectations.
- This space runs on a "3 Strikes, You're Out" Policy. First strike will cause loss of access to tools/equipment/materials. Second strike will restrict your access to the Makerspace. Third strike will result in termination of your access fully, regardless of payment.
- Visitors of all ages will have Behavior Reports written when a member is found not following the Safety Protocols.

I have read and understand this document and will do my best to adhere to the expectations set forth by the Make It UP! Makerspace. I understand that not following these protocols may result in the termination of my access to the Make It UP! Makerspace.

Name (Please print): _____

Name of Guardian (if under 18): _____

Signature of Guardian (if under 18): _____

Signature (if over 18): _____

Date: _____

