

MICHAEL GRAVES COLLEGE PROTOTYPING SPACE SAFETY POLICY



/WKUPrototypingSpace/

<https://keanmgc.github.io>

SHOP ACCESS OUTSIDE OF OPERATING HOURS IS STRICTLY PROHIBITED

FOR EMERGENCY DIAL 119

- Tools and Machines may only be used **AFTER RECEIVING SAFTY TRAINING**
- Only work with tools and machines that you have been authorized to use
- No equipment use if you are using any medication or under the influence of drugs, alcohol, etc.
- You are responsible for your own actions in the shop, put safety first
- **NEVER** work in the shop alone
- No loose clothing including ties, necklaces, floppy sleeves, jewelry, etc.
- Long hair **MUST** be tied back
- Safety glasses **MUST** be worn at all times
- Wear non-slippery, thick, leather work shoes, preferably rubber-soled
- Open-toed footwear is not permitted in the shop
- Safety guards **MUST** be in place at all times, ensure guides and fences are tight
- Report damaged safety guards, machines and tools to the Shop Supervisor or Facility Manager
- Report unsafe issues to the Shop Supervisor or Facility Manager
- Keep you work area clean, do not place tools and materials on the machine table
- Put tools away when you are done using them
- **NEVER** leave tools unattended
- Only one person may work on a machine at a time
- Keep blades covered as much as possible
- **NEVER** push a cutter towards any part of your body
- **NEVER** make heavy cuts with planers, jointers, and routers
- Plywood and particleboard must **NOT** be worked with the jointer or planer
- Do not work small pieces on power machinery use hand tools
- Always secure the work piece with clamps or a vise
- **NEVER** remove metal chips, turnings, or shavings with your hands
- **NEVER** use compressed air without a safety nozzle to clean machines or clothing
- No running or horseplay
- No eating in the shop area
- Always follow the Shop Supervisor's directions
- Report **ALL** injuries or incidents (even small ones) to the Shop Supervisor or Facility Manager
- The First Aid Kit is located in the tool crib
- The Eyewash Station/Flush is located at the shop sink
- Scan the QR Code for each piece of equipment before use.

1. By entering the shop you (Releasor) release and forever discharges WKU, MGC and its employees (Releasee) and representatives claiming through them, in their individual and/or corporate capacities from any and all claims, liabilities, obligations, promises, agreements, disputes, demands, damages, causes of action of any nature and kind, known or unknown, which Releasor has or ever had or may in the future have against Releasee or any of the Released Parties arising out of or relating to claims for use of the WKU MGC Prototyping Space. This Release shall not be in any way construed as an admission by the Releasee that it has acted wrongfully with respect to Releasor or any other person, that it admits liability or responsibility at any time for any purpose, or that Releasor has any rights whatsoever against the Releasee.
2. This Release shall be binding upon the parties and their respective heirs, administrators, personal representatives, executors, successors and assigns. Releasor has the authority to release the Claims and has not assigned or transferred any Claims to any other party. The provisions of this Release are severable. If any provision is held to be invalid or unenforceable, it shall not affect the validity or enforceability of any other provision. This Release constitutes the entire agreement between the parties and supersedes any and all prior oral or written agreements or understandings between the parties concerning the subject matter of this Release. This Release may not be altered, amended or modified, except by a written document signed by both parties. The terms of this Release shall be governed by and construed in accordance with international, Chinese, or any state law in which the Releasor seeks damages.
3. By entering the shop the Releasor acknowledges that it is their responsibility to have fully read and sought clarification on any item on the WKU MGC Prototyping Space Policy and are encouraged to review all aspects of this Release with attorneys of their choice, that they have had the opportunity to consult with attorneys of their choice, that they have carefully read and fully understand all the provisions of this Release and that they are freely, knowingly and voluntarily entering into this Release.