



Inworks General Safety Rules

The Inworks prototyping facilities offer a wide variety of tools and equipment that allow you to design and fabricate working prototypes of your innovations. Many of these tools and equipment are potentially dangerous to you or to others if operated in an unsafe manner. In addition, the operation of Inworks prototyping equipment has inherent potential risks, including rotating machinery, moving tools and blades, flying objects, hot objects, sharp objects and tripping hazards. Safe use of our facilities requires strict adherence to rules enumerated below, to principles of general workshop safety, and to the specific safety requirements for each machine or tool. The machine-specific rules are posted next to each machine.

1. **IN CASE OF A SERIOUS EMERGENCY, IMMEDIATELY TURN OFF ALL EQUIPMENT, DIAL 911, AND CONTACT AN INWORKS STAFF MEMBER.**
2. **NEVER WORK ALONE.** Inworks requires a “two-person” rule at all times, which we implement as follows:
 - Do not operate any machine or equipment alone. When we operate tools or equipment, one person is the “Primary Operator” (PO), and the other person is the “Safety Observer” (SO). The PO is the person who actually operates the machine or tool. The role of the SO is to help ensure safe use by observing and helping the PO.
 - To become the SO for a tool or machine, you must have passed the Safety Orientation Test for that tool or machine.
 - To become the PO for a specific tool or machine (or related set of tools or machines), you must have passed **both** the Safety Orientation Test and the “Swim Test” (Proficiency Test) conducted by an Inworks staff member for that/those tool/s or machine/s.
3. **Always wear your Inworks namebadge.** In addition to helping us learn everyone’s name, your Inworks namebadge has color-coded hexagons that indicate the machines for which you have qualified as SO or PO.
4. **Always practice the two-person rule.** Do not use a tool or operate a machine unless:
 - you are a fully qualified PO for that tool or machine, **AND**
 - you are assisted by another person who is a fully qualified SO or PO for that tool or machine.
5. Even if you are fully qualified on a machine, **ASK US** if you don’t remember, or are unclear on safety procedures or operation of any equipment or tool. **You will never be penalized for asking about safety.**
6. **Keep the Inworks prototyping area clean.** This helps make our facility safer for everyone. Clean up after each tool use. Make sure that all tools and equipment are returned to their proper place after

each use. Even if you see tools or equipment *left out by others*, return them to their proper place. This will make the Inworks safer for everyone.

7. **Wear appropriate clothing.** Always wear closed toed shoes. When using a tool or machine that requires skin protection, wear clothing that covers your arms and legs, as appropriate. Do not wear excessively loose clothing. Remember that prototyping can be messy, so you probably do not want to wear your best clothing. Remove any jewelry that could catch on a tool or machine (necklaces, rings, bracelets, watches, etc.) If you have long hair, it must be tied back, in a hair net or otherwise confined before entering the Inworks prototyping area. Do not wear music ear buds or headphones.
8. **Always wear safety glasses** when you are in the Inworks prototyping area. We have safety glasses that fit over regular glasses if you need them.
9. **Wear other safety equipment when appropriate** - earplugs/earmuffs around noisy machinery, dust masks around dust producing machinery, etc.
10. **Stay focused any time you use a tool or any piece of machinery.** If you are unable to concentrate because of illness, physical or emotional distress, or if you are at all impaired because of alcohol or drug use (legal or otherwise), avoid any prototyping activities until you are in full control of your body and mind.
11. Do not bring food or drink into the prototyping area.
12. Help us keep the Inworks prototyping area safe by reporting:
 - **any accident or injuries no matter how minor,**
 - any equipment damage, defects, problems or malfunctions,
 - any unsafe practices that you observe, and
 - any abuse of tools or machinery.
13. **Practice personal safety at all times:**
 - Never leave a running machine unattended.
 - Be aware of what's going on around you.
 - Don't hurry. If you do, you may damage your project, the tool, or yourself. There is an old shop saying "If you don't have time to do it right, when will you have time to do it again?"
 - Listen to the machine; if something doesn't sound right, turn the machine off (this is why we don't allow music ear buds)
 - Never bring hazardous materials (e.g. flammable liquids, acids, biohazards) into the Inworks prototyping area. If you are unsure whether something is hazardous, ask.
 - Use push blocks, vises, tool holders, etc. to help protect your hands.
 - It's OK to wear gloves with hand tools, but **never wear gloves with rotating machinery.**
14. If you have an idea how to make the Inworks prototyping area safer, please tell us!