



## GENERAL SAFETY RULES

(These rules apply to both the CU Denver and CU Anschutz Inworks locations)

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:

- A paid Inworks Staff Member (faculty, staff or on-duty student lab monitor) must be present and approve work before any use of the Inworks prototyping facilities.
- Except for specific machines, tools, or areas so designated by the Inworks Lab Manager, a Safety Monitor must be present and in sight for equipment to be used. Safety Monitors must be qualified for that role by the Inworks Lab Manager.
- An Inworks Staff Member or Safety Monitor may at any time, at their sole discretion, require specific equipment, or all equipment, to be shut down for safety reasons.



**3. Wear your Inworks namebadge while using the Inworks prototyping facilities.** At Inworks downtown, you must swipe in with your namebadge before performing any work in the prototyping space.



**4. Safety glasses must be worn by everyone in the room when rotating machinery is in use.** We have safety glasses that fit over regular glasses if you need them.



**5. Additional personal protective equipment must be worn as indicated on specific equipment,** e.g., safety glasses for some hand tools, earplugs/earmuffs around noisy machinery, dust masks around dust producing machinery, etc.



**6. Report injuries, equipment damage, or unsafe practices,** including:

- 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.

**7. 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.



**8. No loose clothing, jewelry, hair, or exposed toes.** 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.



**9. Ear buds or headphones may not be worn, except in areas designated by the Inworks Lab Manager** (e.g., at the Community Table downtown).

**10. Do not work when impaired.** If you are unable to concentrate because of illness, physical or emotional distress, or if you are under the influence of alcohol or drugs (legal or otherwise), avoid any prototyping activities until you are in full control of your body and mind.



**11. Food and drink is prohibited in the prototyping area, except in areas designated by the Inworks Lab Manager** (e.g., at the Community Table downtown). Work takes priority at all times. If you bring food or drink into the prototyping area, you must clean up after yourself in a timely fashion.

**12. Practice personal safety at all times:**

- Never leave a running machine unattended, except for specific machines designated by the Lab Manager
- 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.

13. 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.

14. If you have an idea how to make the Inworks prototyping area safer, please tell us!

**John Bennett**  
Associate Vice Chancellor for Innovation Initiatives &  
Professor of Computer Science and Engineering