

E&TA Studio

Policies and Safety

Updated 5/9/2017

Although studio monitors will be designated, there may not always be someone “in charge” who is present in the space. All users are expected to exercise practices that ensure the safety his/her self and others in the space. Users are expected to follow the policies listed here, and to exercise general good judgment in the areas not covered by this document. If you are unsure of an activity, consult studio monitors.

General

1. Except for certain specific times, the studio is for use by BARN members only. Exceptions include classes, talks, and open studio times.
2. Members and visitors must receive a basic orientation before using the studio.
3. If you are unfamiliar with a tool, ask for help before using it. We would be happy to show you!
4. Familiarize yourself with locations of the phones, fire extinguishers, and first aid supplies.
5. Work areas should be kept relatively free of clutter. Put tools, projects, and materials away when you are finished with them.
6. Tool abuse should be kept to a minimum. Don't misuse tools in a way that damages them or presents a hazard.
7. Maintain good communications. Be courteous and be aware of how your

activities are affecting those around you.

8. Eye protection is required when working with power tools, soldering, or during any other activity that might produce flying debris. Eye protection is also required when in range of others who are engaged in such activities.
9. Report defective equipment to studio monitors.

Power Tools

1. Long hair must be tied back when working with power tools.
2. Do not wear loose-fitting clothing, dangly drawstrings, or jewelry.
3. Eye protection is required for operators, helpers, and observers

Soldering

1. Most electronic solder contains lead. Eating or drinking while soldering is prohibited. Food at the solder bench is prohibited. Wash your hands after soldering.
2. Fume extraction or filtration is strongly encouraged. Heated flux produces smoke and vapors which may be harmful to breathe.
3. A hot iron will burn skin. Let the iron cool fully before changing tips.
4. Do not leave the iron on. This will make the tips last longer.
5. Eye protection is required for the user and observers when soldering. Molten solder may be accidentally flicked, particularly when soldering wires.

Specific Tools

You must be trained and certified to use the following tools. Users are expected to follow

the specific rules that are in place for these tools.

1. Micro Table Saw
2. 3D Printer
3. Laser Cutter

Electrical Hazards

1. At least one other person must be present in the room when working on live circuits over 60V.
2. Conductive jewelry should be removed before working on live high energy circuits. This includes high power 12V systems. Remove rings and metal watch bracelets.

Hazardous Materials and Devices

1. Potentially hazardous materials must be approved by staff prior to being brought into the space.
2. All chemicals, solvents, liquid products, etc. must be clearly labeled.
3. Report any spills immediately to studio monitors.
4. Waste must be disposed of as appropriate, e.g. old batteries go in the spent battery bin, not the trash.
5. High powered lasers are prohibited without special permission from the studio staff.

Micro Table Saw

Tool checkout/certification procedures are TBD.

- Keep fingers out line with the blade.
- Only expose as much of the blade as you need
- Unplug, clean, and put away when finished.
- Eye protection is required.

3D Printer

- Always use ventilation when printing with ABS
- Usage
 - Repetier, workflow
 - Bed leveling
 - Removal of piece
 - Loading filament
 - Terminology
 - Filament
 - Hot-end
 - Cold-end
 - Bed
 - Extruder
 - PLA
 - ABS
 - G-code
 -
- Dangers to machine
- Dangers to self
 - Fumes
 - Hot end

Laser Cutter

This section will be filled out more if/when we obtain a laser cutter.

- Cut only materials on the approved materials list. If you need to cut something not on the list, obtain permission from studio staff first.
- Always use the fume extraction system