

Safety rules and regulations for the Fysikum DIY workshop.

Here is a list of safety and general rules for the DIY-workshop. You are required to read this document and by signing you verify that you have understood and will follow the safety rules and regulations.

The signed document should be sent to the [head of the Technical Division](#) with “DIY workshop” in the subject line.

Safety rules

- Leave the door open while working in the workshop.
- Avoid working outside normal working hours. Working alone outside normal working hours is only allowed if you have a contact person nearby, that can quickly come if needed. The contact person should know where you are and after completed work you should report to the contact person that you have finished.
- Use appropriate personal protective equipment (PPE). Goggles, hearing protectors and gloves (working gloves and disposable gloves) are available. If you need any other PPE, you have to provide it yourself.
- Tie up long hair, roll up sleeves and remove any other loose objects or similar that you are wearing.
- It is not allowed to eat, drink or bring food or drinks into the room.
- Report any damage or malfunction of machines/equipment. Contact info is found in the workshop.
- Always make sure to clamp your work piece to the work table before drilling, grinding or similar.
- Keep hands away from moving/rotating machinery and do not use gloves operating such machinery.
- Do not leave running machinery unattended.
- Before starting a machine be sure that you know where the emergency stop buttons are positioned.
- Know where the first aid kit, fire blanket and nearest fire extinguisher are located.
- Do not allow colleagues who didn't get introduced and didn't sign the rules access to the workshop.

Regulations

- There is a logbook in the workshop. Sign in by writing name, date and time in the logbook and sign off by writing the time you finished your work and used tools.
- After finishing make sure to clean-up and put the tools where they belong.
- Do not remove or borrow any equipment from the workshop.
- Report missing or lost tools and equipment. Make a note in the logbook.
- Report missing consumables (hand sanitizer, disposable gloves, etc.). Make a note in the logbook.
- Feel free to make suggestions for new tools and equipment. Write your suggestions in the logbook.

I have read, understood and will follow the rules and regulations for the DIY-workshop

Name

Signature

Date