



Safety Policies

Introduction



This document introduces Ideation Station users to the lab's safety policies. The safety guidelines do not cover every aspect of equipment operation. Machine operation, machine setup and job planning will be covered by other documentation and by Ideation Station staff and faculty.

MSDS (Material Safety Data Sheets)

You have a right to know about the safety of the materials you use. MSDS information for stocked materials can be found in the www.tri-c.edu/ideationstation.

3D Printer

1. When removing parts from a tray, try to avoid using knives or scrapers. Try twisting the tray first to break parts loose.
2. If you must use a knife or scraper, always push away from yourself. Never put your hand or any part of your body in the potential path of a sharp object.

Laser Cutter

1. Only cut and/or engrave materials on the approved materials list. Certain materials such as PVC and fiberglass emit toxic gases and must not be cut or etched under any circumstances.
2. If you would like to use a material not on the list, a full-time staff member must approve the material for use. This will only be done after careful research and testing.
3. Never leave a job unattended.

Support Cleaning Apparatus (for 3D printer)

1. Only student workers and full-time staff members may operate, add parts or remove parts from the SCA.

2. Wear goggles and shoulder-length gloves when retrieving parts from the SCA.
3. If you spill any of the SCA liquid on yourself:
 - Remove any affected clothing and flush affected skin with water for 15 minutes
 - If necessary, use the emergency eyewash station on the wall next to the SCA
 - Notify a full-time staff member as soon as possible
4. If a large spill occurs:
 - Clean yourself up first
 - Notify Ideation Station staff
 - Have the rest of the Ideation Station evacuate.
 - Call 216-987-2769 for cleanup

Vinyl Cutter

Avoid reaching into the working area of the machine while it is running. The cutting head moves quickly and somewhat unpredictably.



Embroidery/Sewing Machine

Be conscious of where you are pushing the material. Keep hands out of the path of the needle!

Techno CNC Router

1. Keep fingers, hands, and all other objects away from machine while power is on.
2. Disconnect power to all system components when not in use, when changing accessories, and before servicing.
3. Do not loosen, remove, or adjust machine parts or cables while power is on.
4. Exercise care with machine controls and around keyboard to avoid unintentional starting.
5. Make sure voltage supplied is appropriate to specifications of components.
6. Machines must be plugged into three-pronged grounded outlets. Do not remove the grounding plug or connect into an ungrounded extension cord.
7. Keep cables and cords away from heat, oil, and sharp edges. Do not overstretch or run them under other objects or over work surfaces.
8. Use proper fixtures and clamps to secure work. Never use hands to secure work.
9. Do not attempt to exceed limits of machine.
10. Do not attempt to use machine for purposes other than what is intended.
11. Use machine only in clean, well-lit areas free from flammable liquids and excessive moisture.

12. Stay alert at all times when operating the machine.
13. Always wear safety goggles.
14. Do not wear loose-fitting clothing when operating machine. Long hair should be protected.
15. Always maintain proper balance and footing when working around the machine.
16. Maintain equipment with care. Keep cutting tools clean and sharp. Lubricate and change accessories when necessary. Cables and cords should be inspected regularly. Keep controls clean and dry.
17. Before using, check for damaged parts. An authorized service center should perform all repairs. Only identical or authorized replacement parts should be used.
18. Remove any adjusting keys and wrenches before turning machine on.
19. Do not operate the machine unattended.
20. Follow all safety instructions and processing instructions in the MSDS for the material being processed.
21. Use proper precautions with dust collection systems to prevent sparks and fire hazards.
22. Make sure to have proper fire extinguishing equipment on hand at all times.