

~ FABRICATION ~



INTRODUCING



the



LASER SPACE H&S



Access Levels

- Level 1 – Student Use **AFTER** Induction
- Level 2 – Student Use **WITH** Supervision
- Level 3 – Student Use **WITH** Counter-Signed **PASSPORT** of Supervisor or Instructor

Laser cutting machinery which allows cutting and engraving of a wide variety of materials including fabrics, papers, woods, plastics and more.

How to use area

- No **EATING** or **DRINKING**
- No **RUNNING**
- **MUSIC HEAD PHONES** must **NOT** be worn
- Know where **EMERGENCY STOPS** are
- Know where **EMERGENCY EXITS** are
- **ALWAYS** use the correct **PPE** for your application
- Only use equipment **AFTER RECEIVING TRAINING** from a member of staff
- If you are unsure or have forgotten how to use machinery/equipment correctly please seek advice first
- **REPORT ANY FAULTS** to a member of staff
- **TIDY UP** all mess after you have finished, using appropriate waste bins, where provided
- **PUT AWAY** all tools that you have used **REGARDLESS** of whether you got them out or not
- **DO NOT** block gangways or fire exits
- **WORK WITH** fellow peers and **COMMUNICATE WITH** one another about what you are doing
- Appropriate shoes must be worn at all times
- Tie back long hair
- Remove loose or inappropriate clothing and jewellery
- Keep bags and coats in appropriate places

Fire Safety

- **Familiarise yourself with all fire exits**
- **Familiarise yourself with all fire alarm points**
- **In the event of a laser cutting fire, lift the lid and hit the red emergency stop button**
- **Raise the alarm**
- **Do not tackle a fire that is out of hand**
- **Do not use fire extinguishers unless trained or absolutely necessary**
- **Evacuate the building using the closest fire exits**
- **Do not alter your route in order to collect belongings**
- **Encourage others to leave and guide visitors**
- **Assist those with sensory/mobility impairment**
- **Close doors behind you**
- **Move a safe distance away from any building**
- **Stay out until told it is safe to re-enter**

Other

- **Please notify a member of staff if you are experiencing other medical concerns, ie asthma, eczema, pregnancy, back problems**

I verify that I have read and understood the information detailed within this document

Date

Name

Signature