The Hive Official Safety Policies and Procedures
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INTRODUCTION

Why was this manual created?

This manual was created to ensure that all users of the Interdisciplinary Design Commons have a thorough understanding of the general behaviors and actions required to maintain a safe environment. This manual will detail general safety information, emergency equipment locations, and emergency response procedures.

What's so important about safety?

First and foremost, safety procedures keep people from getting hurt. This should be every user’s highest priority, as the IDC is meant to be a space where engineers can learn and express their creativity. If safety standards can’t be met, then the usage of the space will start being limited, preventing it from being the creative powerhouse we all want it to be. If every user plays their part and adheres to all outlined safety procedures, everyone can continue to learn and express themselves for years to come.
GENERAL INFORMATION

Food in the IDC

On the first and second floors of the IDC, food and drinks (including water) are strictly prohibited. This is to both to protect the equipment from spillage as well as the food and drink from contamination.

On the third (top) floor, food and drink are welcome. It is requested that all users that do bring food or drink clean up any crumbs, messes, or spills that result. If entering through the bottom two floors with food or drink, immediately take the stairs or elevator to the third floor and place your food there before moving throughout the rest of the space.

Checking out equipment (more of a “why do you have to check out a soldering iron?” than “how do you check out a soldering iron” etc)

Checking out equipment is a necessary safety procedure because it allows IDC personnel to ensure that only users trained in a piece of equipment are able to use it. This limits personal injury as well as equipment damage. Additionally, if a piece of equipment is damaged the cause can easily be identified.

Complying with instructions/signs

When in doubt, any user can reference one of the many signs posted throughout the space for safety clarifications. The signs currently posted are as follows:

Pictures of signs

If further clarification is needed, users can always ask one of the makerspace’s prototyping instructors (PI’s) for more information. Prototyping instructors can be identified by their safety vests. Here’s an example:

Picture of a PI in vest

Additionally, if a PI notices that a user is not complying with the space’s rules, they will, in many cases, issue a warning to the user with instructions on how to correct the behavior. If the user refuses to comply with PI instructions, or if the original incident is severe enough, the user may be issued with an infraction.

Infractions

More information on infractions and their consequences can be found here.
What happens if you break something

If a user believes that they have broken a piece of equipment or other objects belonging to the makerspace then that user should immediately take action to prevent further damage to the malfunctioning equipment and notify the nearest PI.

Cleanup

All users, regardless of floor should leave the space exactly as they found it, with all equipment returned to the appropriate location and any trash thrown away.

Wardrobe

First floor: Long pants and closed toed shoes are required throughout the first floor in order to avoid any cuts or chemical burns from the machinery. Safety goggles should be worn at all times.

Second floor: Non long pants are allowed, but all shoes must be close toed due to the presence of soldering irons.

Third floor: All clothing is allowed as long as shoes, pants, and a shirt are worn.

Communication

Voice volume should be kept to a normal level in order to avoid yelling. Sound carries extremely well in the IDC, and this keeping volume to a normal level will help reduce miscommunication.

Prohibited items

- Weapons
- Illegal drugs, cigarettes, vapes, etc.
- Alcohol
- Difficult to clean items (glitter, confetti, etc.)
- Gum
- Tools from other floors

Miscellaneous

- No rough housing or climbing
- All users must adhere to OIT computer usage policies
EMERGENCY INFORMATION

Safety Map

First Floor:

Second Floor:

Legend:
- Primary exit path (accessible)
- Secondary exit path (accessible)

Notes:
- Automatic defibrillator at Level 1 Connector Lobby
Fire Extinguishers

- Where are they?
  - See the above map
- How do you use them?
  - Remember P.A.S.S
    - Pull the pin in the handle
    - Aim the nozzle towards the base of the flames
    - Squeeze the trigger
    - Sweep from side to side, continuing to aim towards the base of the flames
  - Once the fire appears to be out, slowly back away, keeping your eye on the flame to be sure it doesn’t reignite.
- What do you do when you’re done using them?
  - Whether the extinguisher has been emptied or not, place it on the floor underneath the receptacle where it was obtained. Notify a staff member and they will dispose of it properly.

Safety Glasses

- Where are they?
Safety glass can be found on the second floor wall by the yellow stairs or in receptacles located in every room on the first floor.

When do you use them?
- Safety glasses should be used when operating any equipment with potentially dangerous emissions including, but not limited to soldering stations and woodworking equipment. More information on the use of safety glasses with specific equipment can be found here.

First Aid Kits

- Where are they?
  - First aid kits are available on all floors. See the map for detailed locations.

- What’s in them?

![First Aid Kit Contents](image)

- What do you do when you’re done using the kit?
  - Place all unused items back into the kit in the locations where you found them and place the kit back in its original location. Notify a PI that you’ve used the kit and which items in the kit you used.

Eye Wash

- Where is it?
  - Eye wash stations are located in the machine shop, production shop, and semi clean rooms of the IDC. They are located on the walls and look like large metal garbage shoots.

- How does it work?
The eye wash station is designed to flush chemicals out of a person’s eyes using pressurized water.

What is proper procedure for using the eyewash?
- In the case of any chemical or irritant entering your eyes, you should immediately proceed to the eye wash station for flushing.
- Pull open the bin to open up the unit and initiate water flow.
- Place your eyes directly in the water flow, holding them open with your fingers.
- Slowly roll your eyes in all directions to flush all areas.
- If possible, remove any contacts while continuing to flush your eyes.
- Flush for at least 15 minutes to safely remove the chemical or irritant.
- Consult a medical professional to check if any further action needs to be taken.

Safety Shower

Where is it?
- Safety showers are located in the machine shop, production shop, and semi clean rooms of the IDC. They are located on the walls and look like large metal shower heads. Next to eye wash.

How do you use it?
- Safety showers are used to wash off irritants or chemicals that have spilled on the skin or clothing.

What’s the proper procedure?
- In the case of any chemical or irritant being spilled on your skin or clothes, proceed immediately to the safety shower for cleaning.
- Stand underneath the shower head.
- Firmly pull down on the handle to activate water flow.
- Stand fully underneath the shower head for the entire period of showering.
- Remove any contaminated clothing and place it on the ground a safe distance away.
- Take caution if attempting to flush eyes using the shower, as the pressure may be higher than the eye wash station.
- Shower for at least 15 minutes, ensuring that all chemicals/irritants have been removed after this time.
- Consult a medical professional to check if any further action needs to be taken.

Emergency Exits/Preparedness

Where are they?
- Emergency exits can be found on the map provided above and using the exit signs posted throughout the space.

What happens in event of:
- a fire?
■ All building inhabitants should immediately move towards the nearest emergency exit and vacate the building as quickly as possible. Immediately meeting in front of the Campanile

○ a tornado?
■ In the event of a tornado warning, all occupants should immediately move to a center room on the first floor of Van Leer, entering into a crouching position near a wall and away from windows and loose objects.

○ an active shooter?
■ Run and escape, if possible
   ● Getting away from the shooter or shooters is the top priority.
   ● Leave your belongings behind and get away.
   ● Help others escape, if possible, but evacuate regardless of whether others agree to follow.
   ● Warn and prevent individuals from entering an area where the active shooter may be.
   ● Call 911 when you are safe, and describe shooter, location, and weapons.

■ Hide, if escape is not possible
   ● Get out of the shooter’s view and stay very quiet.
   ● Silence all electronic devices and make sure they won’t vibrate.
   ● Lock and block doors, close blinds, and turn off lights.
   ● Don’t hide in groups- spread out along walls or hide separately to make it more difficult for the shooter.
   ● Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.
   ● Stay in place until law enforcement gives you the all clear.
   ● Your hiding place should be out of the shooter’s view and provide protection if shots are fired in your direction.