



MAKERSPACE SAFETY RULES

Last Updated: April 17, 2025

To maintain a safe, inclusive, and productive environment, all members must follow these safety rules. Compliance protects you and your fellow makers and ensures everyone can enjoy the space safely.


1. General Safety

- **Mandatory Training:** All members must complete safety training before using any equipment or tools.
- **Identification:** Always wear your safety badge or proof of training while using Makerspace equipment.
- **Appropriate Attire:** Closed-toe shoes are required at all times. Tie back long hair and remove loose jewelry or clothing before operating machinery.
- **Personal Protective Equipment (PPE):** Wear appropriate PPE in designated areas and when operating tools or machines.
- **Behavior:** No running, horseplay, or unsafe conduct in the Makerspace.
- **Food and Drink:** No food or drink near equipment. Bottled water in closed containers is permitted but must be kept away from machines.
- **Substance Policy:** Alcohol and drugs are strictly prohibited. Intoxicated individuals will be asked to leave immediately.
- **Supervision:** Children under 16 must be supervised by a responsible adult at all times.

2. Equipment Use

- **Authorized Use Only:** Use only equipment you have been trained and authorized to operate.
- **No Modifications:** Do not move, modify, or attempt repairs on tools or equipment without staff approval.
- **Report Issues:** Immediately report any equipment malfunctions or safety concerns to staff. Do not use equipment labeled "Out of Order."
- **Restricted Equipment:** Some machines may be restricted to trained staff or authorized members only.
- **Material Approval:** All materials must be approved by staff before use; certain materials may be restricted.

3. Workspace Etiquette

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- **Respect Projects:** Do not touch or alter other members' projects without explicit permission.
 - **Clean Up:** Clean your workspace and return tools and materials to their proper places after use.
 - **Waste Disposal:** Dispose of waste materials properly, leaving the area ready for the next user.
 - **Collaboration:** Collaboration is encouraged, but always ask before joining or modifying someone else's work.

4. Emergency Procedures

- **Know Your Exits:** Familiarize yourself with emergency exits, fire extinguishers, and first aid kits.
- **Report Injuries:** Report all injuries or accidents to staff immediately, regardless of severity.
- **Evacuation:** Follow posted evacuation routes and staff instructions in case of emergency.
- **Hazardous Materials:** Follow all safety procedures when handling chemicals or hazardous materials.

5. Conduct and Enforcement

- **Safety Responsibility:** Everyone is responsible for safety. Report unsafe behavior or conditions to staff immediately.
- **Consequences:**
 - **First offense:** Verbal warning
 - **Second offense:** Temporary suspension (up to 30 days)
 - **Third offense:** Permanent ban from CoMakers Africa
- **Serious Violations:** Behavior that endangers others (e.g., intoxication, aggression, willful safety violations) will result in immediate removal and possible permanent ban.

Contact Information

For questions, concerns, or to report issues, please contact:

CoMakers Africa Space Manager

Email: hello@comakersafrica.org

Phone: +1 587 438 0890

Thank you for helping make CoMakers Africa a safe, creative, and welcoming space for all!

"Safety is everyone's responsibility – if you see something unsafe, it is your responsibility as a maker to step in."