

General Safety Guidelines

IN AN EMERGENCY DIAL 911

General Guidelines for the Space

- Follow the rules for each piece of equipment or area
- Report any unsafe behavior, injuries or malfunctioning equipment to STEAM Central staff immediately
- Don't take equipment out of STEAM Central or steal
- Keep cabinet drawers and doors closed
- Clean and return any item to its proper storage when not in use
- Clean up before you leave an area
- No horseplay, startling, or distracting anyone (not even with a conversation) while either one of you is using a tool

About You

- Safety goggles, gloves, and masks are all available. It is your responsibility to use the proper safety equipment for your project.
- Be aware of locations of first aid equipment and know the operating guidelines for the equipment you are using
- Remove or fasten any loose clothing and/or jewelry
- Tie back or cover long hair
- Wear closed toed shoes
- If you are not sure what you are doing, ask STEAM Central staff
- Never operate machinery if tired or in a hurry
- Think through the entire job before starting

About the Equipment

- Use tools only as they were designed to be used and always use the proper type and size of tool
- Check tools for damage before using and never use a broken tool
- Always check adjustments on the machines before turning on the power
- Make sure that everyone is clear of the machines before turning the power on
- Start your own machine and remain with it until you have turned it off and it has come to a complete stop
- Keep all safety guards on the machines in their correct position
- Keep hands, fingers and hair away from the blades or other moving parts of equipment
- Stay clear of machines being operated by others
- Stay focused on your work at all times while operating equipment
- Shut off and unplug items when you are finished using them
- Let hot items cool completely before handling and/or storing
- Always close or cover blades, if possible, when not in use
- Dispose of combustible, corrosive and/or otherwise hazardous materials in the designated containers

Failure to follow these guidelines may result in the revoking of STEAM Central privileges and/or library privileges as outlined in the Tom Green County Library [Code of Conduct](#) policy.

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