



West Auckland's

**RE: MAKER SPACE**

by The RE-CREATORS 

## Safety Procedures

Emergency: 111

Staff emergency numbers: Ger 021626367/ Buffie 0212721214

Fire Alarm: 09 9475966 [www.proactivefire.oc.nz](http://www.proactivefire.oc.nz)

Poison hotline: 0800 POISON (0800 764 766)

Monitored Fire Alarm

Inbuilt Alarm System

Inbuilt security cameras in shared spaces

Member areas can only be accessed with a swipe card

### Emergency and Safety Equipment

The first aid kit is by the kitchen sink

There are 4 fire extinguishers in the rooms below.

Please use them before using any other equipment that could put you at risk.

1 x Woodworking Space

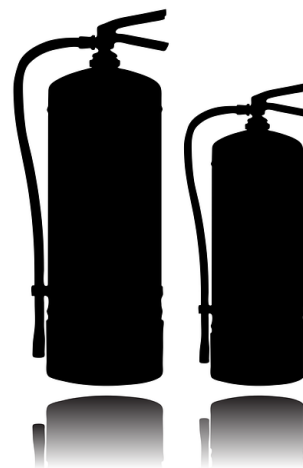
1 x Kitchen

1 x Sewing Room

1 x Creative Space

Exiting: out the front door and meet in the carpark

Security Alarm: Clear 1954 Enter

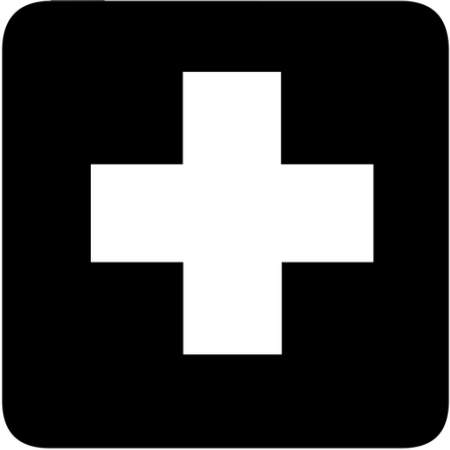





### Evacuation procedures

Make sure you know the evacuation procedure for West Auckland's RE: MAKER SPACE.

The 'Fire Emergency Procedures'



<p>are displayed on a red sign outside RE: MAKER SPACE. It reads:</p> <p>If you hear a continuous siren, leave the building by the nearest exit and stairs.</p> <p>Proceed to the assembly station in the front car park.</p> <p>Follow instructions of the Fire Warden.</p> <p>WALK, DO NOT RUN.</p> <p>DO NOT GO BACK.</p> <p>If you observe a fire, activate the nearest fire alarm.</p> <p>Dial 111, advise fire services of address and the city.</p>	
<p>We provide:</p> <ul style="list-style-type: none"> <li>● A first aid kit</li> <li>● Running water (bathrooms down the hallway)</li> <li>● Cool pack (in the fridge)</li> <li>● Fire extinguishers</li> <li>● Ear muffs, safety goggles, gloves</li> <li>● A stepladder for reaching high places</li> <li>● And a trolley if you need to move heavy items to other rooms in the building.</li> </ul>	
<p><b>Max occupancy</b></p> <p>Maximum room occupancy for the RE: MAKER SPACE is 30 people for the Creative Space, 10 people for the Woodworking Space and up to 20 in other rooms.</p> <p>Depending on what is being worked on it may not be safe to have that many in the room at once, use judgement when assessing this and act accordingly.</p>	

<p><b>Minors/children</b>  Under 18's are the responsibility of their parents or guardians.  The guardian needs to ensure they comply with the safety procedures. It is up to the guardian to assess what equipment they believe their child is capable of using and supervise them accordingly. A RE: MAKER SPACE member may override this judgement if they believe the child is using something they shouldn't be. Under 18's cannot be left unattended in West Auckland RE: MAKER SPACE.</p>	
<p><b>Hazardous substances</b>  These should be located out of reach of children and away from any tools or equipment that have a high risk of starting a fire. The designated area for this is on the top shelf in the far left corner of the room. For ventilation in the RE: MAKER SPACE we recommend the roller door and windows are opened. Do not use anything that could cause fumes that require more ventilation than this.</p>	
<p><b>Security tracking and cameras</b>  You need a code to enter the front door and a member swipe card to access the Woodworking area.  All movements will be monitored by a security camera. In case of an incident we want to have a record of who was present.</p>	

## Tool Inductions Policy

To maintain a safe operating environment, West Auckland RE: MAKER SPACE requires that members undertake training (called an induction) before they can use some tools. We use a 3 level traffic light system to indicate the different requirements. These are "Green Tool", "Yellow Tool", and "Red Tool". Members are not allowed to operate a tool if they have not completed the induction requirements.

Every tool has either an A4 label with a written note stating the tool's colour or it will have a small colour coded label. For example, the Cricut has a green coloured label on it, indicating that it's a "Green Tool" and the laser cutter has a yellow sticker on it. If a tool does not have a label on it, then it has been deemed very low risk and it doesn't require documentation or induction (for example, scissors).

<p style="text-align: center;"><b>Green Tool</b></p>	<p>These tools require no special induction as they have been deemed low risk. Members are allowed to use these tools without any special training requirements. It is still a requirement to read and understand its wiki page if it exists.</p>
<p style="text-align: center;"><b>Yellow Tool</b></p>	<p>These tools have been deemed a medium risk, and a formal induction is required. There are two types of inductions and a tool may require either or both of them. These are an online component (usually a short video and quiz), and an in-person component where you are asked to demonstrate your competency in operating the tool.</p> <p>Each Yellow Tool is different, so you should carefully read its wiki page to understand its induction requirements.</p>
<p style="text-align: center;"><b>Red Tool</b></p>	<p>This is a high-risk tool. Members are not allowed to operate Red Tool tools without supervision from an authorised supervisor (usually staff). However, our staff are more than happy to assist you by either operating this tool for you or supervising your use of it.</p>

**Who can train on yellow and red level tools**

The health and safety folder at RE: MAKER SPACE has a list of members who are suitably experienced and trained to provide induction on the different tools. If no authorised members are present to provide induction, that tool must not be used.

Makers must participate in mandatory safety training in order to use certain tools; they may not use these tools until certification training has been completed, as confirmed by a RE: MAKER SPACE member.

- Makers must attend certification training in person.
- When using a tool that does not require certification, the maker is certifying that he/she is capable of using that item in a safe and proper manner.
- RE: MAKER SPACE members are available to assist in explaining the operation of tools and equipment as time allows. If available they will provide manuals or guides on request.

# General Health and Safety

You can't work on projects when you're injured! But also, it's not fun for anyone. At West Auckland RE: MAKER SPACE, safety is extremely important. In an environment like ours, there are certain risks that a lot of people aren't normally exposed to.

## Injuries and Accidents

- In an emergency call 111 for help.
- For poison information call 0800 POISON (0800 764 766).
- You must report all injuries or near misses to the RE: MAKER SPACE. You can email [tasha@therecreators.co.nz](mailto:tasha@therecreators.co.nz), if you don't hear back please follow it up with another member of the team. A Near Miss / Incident / Accident Report Form will need to be filled in (in the back of the yellow Health and Safety folder at RE: MAKER SPACE).
- Do not attempt to remove foreign objects from the eye or body.
- If chemicals get in the eye(s), flush eye(s) immediately before proceeding for medical treatment. You can use running water (in the bathrooms) or an eyewash kit if available. Many chemicals will require flushing for 15 minutes or more.
- Treat burns with cold running water immediately. The bathrooms down the hallway are the closest source of running water.

## Safety Risks

- If you see someone about to do something that poses an unacceptable safety risk, you should politely but firmly advise them to stop and explain why.
- If you have to stop someone, please file an incident report so that we can improve our documentation and procedures.

## Drugs and Alcohol

- You must not be under the influence of any illegal drugs or substances while on site.
- You must not use any tools whilst under the influence of alcohol or prescription medication that may cause a safety hazard.

## Dress right

- Due to the various hazards that exist at the RE: MAKER SPACE, we require everyone on site to wear closed shoes (sandals etc. are not permitted).
- We recommend that you remove all jewellery and tie up long hair before working with tools.
- Wear suitable gloves when handling hot objects, or sharp-edged materials.
- Wear eye protection when using tools that could produce flying debris. If you will be working near someone else, warn them so that they can also wear appropriate eye protection as well.
- Masks should be worn when sanding with either a power sander or by hand.
- Tie back or cover long hair to keep it away from moving machinery and power tools.

## Tidy Workspaces

- An untidy workspace is a common cause of safety incidents and should be avoided.
- Clean up each time you have finished, including sweeping or vacuuming the floor.
- Clean and return all tools to their correct place.
- Shut off and unplug machines when cleaning, repairing, or oiling.
- Never use a rag near moving machinery.
- Use a brush, hook, or a special tool to remove chips, shavings, etc. from the work area. Never use your hands.
- Keep fingers clear of the point of operation of machines by using special tools or devices, such as push sticks, hooks, pliers, etc.
- Keep the floor around equipment clean, dry, and free from trip hazards. Do not allow dust to accumulate.
- Mop up spills immediately and put a chair over them if they are wet enough to cause someone to slip.