

General Safety Protocols

Effective Spring 2025

Welcome to the Idea Forge

Our space is built to spark creativity, innovation, and collaboration. With that comes the responsibility to maintain a safe, respectful, and efficient working environment. These general safety protocols apply to everyone using the space—staff, members, and guests.

Specific safety instructions are posted at each workstation and must be followed.

1. General Conduct and Awareness

- Always sign in. Know who's in the space at all times.
- No unsupervised minors. Youth under 16 must be accompanied by an adult or participating in a scheduled, staff-led program.
- Clean as you go. Keep your workspace clean, tools organized, and debris off the floor.
- Know your tools. Never use equipment unless you've been trained or approved by staff.
- Ask for help. Unsure how to operate something? Don't guess—ask.
- All members must abide by Project Imo's Inclusion Policy

2. Personal Safety Guidelines

- Dress appropriately. Avoid loose clothing, dangling jewelry, and open-toed shoes. Tie back long hair when working near machinery or heating tools.
- Wear PPE. Use gloves, eye protection, or hearing protection as indicated at each workstation.
- Stay alert. No intoxication, fatigue, or horseplay around equipment.
- Alcohol and other drugs are not permitted on the premises.
- Food and drinks are not allowed near electronics or production equipment.

3. Tool & Equipment Use

- One person at a time on equipment unless supervised.
- Inspect tools before use—report damaged or malfunctioning items immediately.
- Turn off and unplug tools when finished or before changing attachments/blades.
- Return all tools to their designated location after cleaning.

4. Workstation Reminders

Your workstation-specific training will cover all details, but always remember:

- 3D Printing & Laser Cutting
Supervised operation only. Never leave machines running unattended.

- Textiles, Leatherworking & Jewelry Tools
Watch finger placement. Avoid distractions while using fast or hot equipment.
- Audio/Video/VR Equipment
Handle gear with clean hands. No running or spinning while using VR headsets.
- Cricut, Laminators & Print Tools
Keep fingers away from feeding paths. Allow machines to cool after use.
- Painting, Sculpting & Crafting Tools
Use non-toxic materials unless otherwise cleared. Wipe surfaces after use.

5. Emergency Protocols

1. **Know the exits. They are marked—don't block them.**
2. **A General First aid kit is located at the front desk.**
3. **An advanced first aid and bleeding control kit is located in the blue tool chest.**
4. **Report all injuries, no matter how minor.**
5. **Fire extinguishers are mounted near:**
 - Laser engraving/ 3D printing station
 - Near the front exit by Document Production
6. **In case of fire, chemical spill, or major injury:**
 1. Alert staff immediately.
 2. Evacuate if necessary.
 3. Dial 911 (use the landline located in the office, it has automatic location your cell phone does not)

6. Shared Space Etiquette

- Respect others' projects. Don't touch without permission.
- Use headphones for music or video editing when others are present.
- Time limits apply during peak hours—staff may request rotation on popular workstations.
- Label your work. Unmarked items may be cleared or discarded weekly.

7. Reporting & Accountability

- Report all incidents or near misses—this helps us prevent future issues.
- Repeated safety violations may result in suspension or revocation of access.
- Celebrate safe practices. We recognize and appreciate responsible makers.

Questions or Concerns?

Ask a staff member or email us at teamimo@projectimo.org

Let's create safely, together.
Forge Your Future.