

The Pitsco Idea Shop Safety Guidelines

Safety is top priority at The Pitsco Idea Shop. For the safety of yourself and others, please follow these general safety guidelines as well as safety procedures listed for each piece of equipment. Safety guides for equipment can be found at [The Pitsco Idea Shop](#) website. Additionally, printed versions of the safety guides are posted near each piece of equipment.

General Safety

- Tools, equipment, and materials are the property of Idea Shop and are intended for use within Idea Shop. Tools, equipment, and materials may not be checked out for home use or for use outside of the Idea Shop workspace.
- Be aware of those working around you – watch out for others' safety as well as your own.
- Avoid horseplay, rowdiness, and practical jokes.
- Do not be distracted by others in Idea Shop; focus on your project.
- No children should be in the workspace when any machinery is running.

Fire and Hazardous Materials Safety

- Know the location of fire extinguishers within the Idea Shop.
- In case of fire, immediately notify Idea Shop staff and then use a fire extinguisher to put the fire out.
- In the case of a major fire, immediately notify Idea Shop staff and then exit the Idea Shop via the safest/shortest route.
- Flammable liquids and any other hazardous materials should be kept in the Flammable Storage cabinet. Contact Idea Shop staff for authorization to bring and/or store flammable liquids or other hazardous materials into the Idea Shop.
- Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS) are available for chemicals and materials kept at the Idea Shop. These are on file in paper form within the Idea Shop and in digital form on the website. Reference SDS documents for specific questions regarding chemical composition, flammability, and other associated hazards.

Digital Safety

- Do not be distracted by others in the Idea Shop; focus on your digital activity.
- If working online, take precautions to keep your personal information private. Seek assistance from Idea Shop personnel if needed.
- Close all documents, browsers, and software applications on Idea Shop computers before you leave them. Do not leave a computer unattended that you are using.

Personal Safety

- Do not use any Idea Shop machinery if you are under the influence of any medicines, drugs, or alcohol.
- Immediately alert Idea Shop staff in the case of any emergency with yourself or others.
- Know the location of the first aid kit. Ask Idea Shop staff for assistance with any injury.
- Wear safety glasses/goggles that are ANSI Z87.1 compliant when using equipment.
- Wear a dust mask when working with equipment that produces sawdust or when in the area of someone creating sawdust.
- Wear suitable gloves when handling hot objects, glass, or sharp-edged items.
- Wear ear protection as needed, and advise others in the work area before starting operations that might necessitate hearing protection.
- Long hair must be confined via ponytail, hat, scrunchy, or other means.
- Long sleeves should be avoided or should be rolled up and secured.

Equipment Safety

- Review specific equipment safety rules before machine use.
- Keep equipment guards in place when using Idea Shop machinery.
- Do not force or overload machines – maintain proper material feed rate at all times.
- If you are unsure about a machine or a procedure with a machine, connect with Idea Shop staff before proceeding.
- Except for common equipment settings, specific authorization must be granted by Idea Shop staff for any changes to be made to equipment.
- Knives, chisels, and other sharp tools are for use by individuals who are 14+ years of age unless under the direct supervision of an adult.
- Power tools are for use by individuals who are 14+ years of age unless under the direct supervision of an adult.
- Saws (hand or power) are for use by individuals who are 14+ years of age unless under the direct supervision of an adult.
- Alert Idea Shop staff in the case of equipment failure or repairs needed.

Work Area

- Always keep your work area clean and uncluttered.
- Do not work on floor surfaces that are slippery with sawdust.
- Clean up your workspace when you are finished. Place trash in proper receptacles.
- Return all portable equipment and hand tools to their correct storage location when you are finished.