

Safety Guidelines BibLab

All users of the BibLab will adhere to the rules and safety guidelines and are responsible for following them correctly. Take your time to read them thoroughly. Rules and policies are subject to change without notice.

If you're properly prepared, you may operate most tools and machines without staff supervision. You are required to first read the appropriate safety instructions and to follow a mandatory training. Some equipment may only be operated by library staff members.

Don't know where to start? Just ask a staff member.

Failure to comply to regulations may result in temporary exclusion from the BibLab and/or other disciplinary measures.

Rules of Conduct

- do not use the BibLab if you are sick, tired, hungry, angry, hurried or otherwise agitated, distracted or confused;
- immediately report any injuries to a library staff member;
- inappropriate or careless behavior is not allowed in the BibLab;
- focus on your task:
 - put away your smartphone when operating equipment;
 - do not distract others in the BibLab;
 - do not make any (deliberate) abrupt or brash movements.

Cleanliness

- eating and drinking is not allowed in the BibLab;
- keep the working area and floor clean and free from clutter;
- in the event of spillage, block off the area and notify a library staff member immediately;
- put all the equipment and tools back in place.

Materials, Instruments and Tools

- only use equipment for which you have received instructions for safe use;
- never remove or disable any safety features from the equipment;
- proceed with care when operating devices, tools, or equipment:
 - carefully read each Safety Instruction Card and follow the instructions;
 - never leave a running machine unattended;
 - do not use a tool for anything other than its intended use;
 - Broken equipment must be reported immediately. Never use broken equipment. Do not attempt to repair equipment yourself!
 - Never touch moving parts of machinery. Be careful with hot parts of equipment or tools, these may still be hot when switched off.
 - never point any tool at another person.
- After finishing your work, clean the equipment. Switch off and unplug the equipment before cleaning. Allow for hot parts to cool down first.
- While using the BibLab, you may be exposed to certain chemicals. Therefore reading and understanding the Safety Data Sheet of the chemicals involved is mandatory.

Protective Gear and Appropriate Clothing

- Wear safety goggles in the BibLab
- Dress appropriately: no loose fitting clothing, jewelry, ties, etc. near moving equipment
- Wear appropriate protective gear when using equipment or tools. The safety instruction card describes which protection is required. You can borrow goggles and lab coats in the BibLab, but bring your own gloves.