

## SECTION 2 : GENERAL WORKSHOP RULES

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This section will guide you through a number of key rules you must observe while using the D-Fab workshop. After reading through them, please complete the 'General Access Quiz' to gain entry into the workshop space.

### ALWAYS

- Fulfil any training requirements outlined in "Section 1 : Getting Access" that applies to you
- Display your student or staff ID (M-Pass) at all times while in the workshop (with correct stickers affixed)
- Wear fully enclosed shoes at all times - This is an OHS requirement
- Be considerate of staff and other students, and behave in a respectful manner whilst in the workshop
- Use the bins and receptacles provided to dispose of all waste, offcuts and recyclables
- Follow the correct booking procedure for the use of equipment
- Observe all OHS directives and procedures as communicated in all training material and signage
- Consult with D-Fab staff if you are uncertain of anything

### NEVER

- Let anyone into the workshop - All users must enter with their own M-Pass
- Bring food or drinks into the workshop to avoid spillages and unwanted damage to the equipment
- Engage in any behaviour or practices that may be regarded as risky or dangerous
- Use any equipment in any way that is contrary to the training or may cause harm to others or the equipment
- Leave valuables in the workshop unattended - staff cannot be responsible for your belongings