

1. Only enrolled students, current faculty or staff are allowed to use the CreatorSpace or check out equipment.
2. When students are working in the studio, they must be supervised by an instructor, studio assistant, or monitor.
3. Only use equipment and materials for which you have received instruction from a monitor or the CreatorSpace Coordinator.
4. To operate equipment, all the following must apply: you have been trained by an authorized person, you are capable of operating the equipment and can operate it safely, you have permission to use the equipment, and are enrolled in a class assigned to this area.
5. Do not use any tools or equipment you are unfamiliar with without first consulting the monitor on duty. Do not operate equipment unless you have been trained by an authorized person, you are capable of operating it safely, have permission to do so and are enrolled in a class assigned to this area.
6. Follow any and all instructions given by the monitor on duty. They reserve the right to remove anyone from the CreatorSpace if they act in a way that endangers themselves, others, or the equipment.
7. If a piece of equipment begins to function abnormally, stop using it, turn it off, and notify the monitor on duty immediately.
8. When checking out equipment to be removed from CreatorSpace, it is your responsibility to ask if you do not know how to use / care for the equipment.
9. Students are responsible for their own safety when using the checked-out equipment. Any damage or misuse will result in a charge such as a replacement fee. If an incident occurs, complete an incident report immediately.
10. Do not use machines and equipment when overtired.
11. Never walk away from a running tool. When using the CNC or laser, you must remain in the indicated area while the machine is running.
12. Turn off machines and equipment when not in use.
13. Do not eat in the CreatorSpace.
14. Cell phones should be off when operating equipment, machines, etc. The exception is when machines may run for 3 hours or more to finish one print.
15. Report all injuries immediately to your instructor, studio assistant, or monitor. Complete an incident report as per the Health and Safety Manual for Department of Fine Arts and Department of Design.
16. Clean up after yourself.
17. Remove all scrap material after using the laser or CNC.
18. Clean up any filament or resin left after 3D printing.
19. Tie back long hair when working.
20. Depending on what machine or piece of equipment, wear any necessary protective clothing, gloves, safety glasses, and dust masks around power tools, acid containers etc.
21. Eye and ear protection must be worn while using the CNC, or while in proximity of someone using the CNC.
22. Use proper ventilation and lighting when appropriate.

23. Do not talk or otherwise divert your attention – to that of others while operating machinery.
24. Do not try to slow or stop machinery.
25. Do not remove machinery guards.
26. Keep your work area clean and free of trash and extraneous materials which may cause accidents.
27. Store and label, with name and date, all combustible materials in the flammables cabinet.
28. Relevant Safety Data Sheets (SDS) must be obtained for all materials stored and given to the monitor on duty.
29. Review and be aware of all Safety Data Sheets for equipment, located in a binder in CreatorSpace.
30. Review and be aware of all Information Sheets for equipment, located in CreatorSpace.
31. Know the fire exits and location of firefighting equipment.
32. Stay alert! Be responsible for your safety and that of others.
33. In case of emergency – call Campus Police 803 323 3333. Emergencies include but are not limited to injuries and unknown persons being in the CreatorSpace/ building without cause to be there.

Monitor Duties:

- Monitors must remain in the studio for the entirety of their shift. If a monitor must leave they will post a sign indicating when they will return.
- Monitors must be aware of, and adhere to, all CreatorSpace rules and guidelines.
- Monitors must tag any piece of equipment that begins malfunctioning and notify the CreatorSpace Coordinator, so that repairs can be made.
- Monitors must ensure sure that only students, faculty or staff use the CreatorSpace.
- If a student is endangering themselves or others, it is the monitor's duty to ask them to leave the space. If the student refuses to leave the monitor will call campus police.
- Students are responsible for cleaning any tools and work surfaces they use – including the floor. However, if a student fails to clean after themselves it becomes the responsibility of the monitor to clean.
- Monitors must observe and enforce CreatorSpace hours. When necessary, monitors should announce that the shop is closing ahead of time so that students can prepare and clean.
- All doors must be locked at the end of every shift.
- Monitors must request and file an SDS sheet for any chemical brought in to be stored. SDS sheets are readily available online and retailers will often provide one when asked. Monitors must date any chemical placed into storage.
- Monitors will report to campus police any suspicious persons in or around the CreatorSpace.
- Monitors will observe their scheduled hours. If there is a scheduling conflict the monitor will notify the CreatorSpace Coordinator 7 days prior to the conflict to request time off. In the event of an emergency the monitor will make a reasonable effort to notify the CreatorSpace Coordinator of an unplanned absence.
- Monitors will complete and submit an Accident Report for all incidents involving injury that occur during their hours. These forms must be submitted to the CreatorSpace manager. In the event of a serious injury, monitors are to contact campus police.
- Failure to observe CreatorSpace guidelines and monitor responsibilities may result in a loss of monitor privileges.