

# FabLab Wood Workshop Safety Orientation Material

*FabLab Wood Workshop safety orientation course can be found from Moodle.*

**Notice that FabLab does not provide training on the use of machines and tools, so only use those that you know how to operate.**

*The objective of the Moodle course is to increase your knowledge on the following topics:*

1. *General layout and activities*
2. *Main risks and hazards*
3. *Safety measures*
4. *Wood workshop rules*

The course includes self-study materials as well as a short exam.

**After passing the exam, you can apply for access rights to the FabLab workshop in the [ID-tuni system](#).**

Access to the wood workshop during FabLab opening hours will be granted to your ID card within 1-2 days.

## Theme 1: General layout and activities

The wood workshop is divided into two spaces. The front area is intended for work using hand tools, and the rear area is for machine-based work.

**Task:** Study the floor plan (attached) and **pay attention to how the workshop functions are arranged.**

## Theme 2: Main risks and hazards

Keep exploring the floor plan.

Attached you will find a floor plan in which the main risks (attached) are marked using warning symbols.

### Explanations of the symbols:

-  Wear hearing protection
-  wear safety glasses
-  Slip hazard. Wood dust on the floor is slippery.
-  Beware of the cutting blade
-  Hand pinching hazard
-  First aid kit
-  Emergency exit
-  **HÄTÄ  
SEIS** Emergency switch, power off all devices
-  Fire alarm trigger
-  Fire extinguisher

## Safety hazards

### Mechanical hazards:

- **Tools:** Circular saws, planers, drills, grinding machines, and hand tools can cause cuts, bruises, and amputations. Proper blade guarding and correct use are extremely important.
- **Crushing:** Moving parts of the machines may pose a risk of fingers or limbs becoming trapped.
- **Impacts:** Falling timber and the ejection of tools or workpieces can pose a risk of injury.

**Fire hazards:**

- **Flammable materials:** Wood dust and shavings are highly flammable, as are adhesives and paints.
- **Sparks and heat:** Heat generated by sanding and tools can ignite wood materials.
- **Electrical:** Electrical faults in machinery.

**Chemical hazards:**

- **Respiratory irritation:** Sanding dust, fumes from adhesives and surface treatment agents.
- **Skin irritation and poisoning:** Chemicals in lacquers, oils, adhesives, and paints.

**Other hazards:**

- **Dust allergies:** Long-term exposure to wood dust can cause asthma and allergies.
- **Ergonomics:** Repetitive tasks, poor working postures, lifting heavy items.
- **Noise:** Noise generated by machinery (need for hearing protection).

## Theme 3: Safety measures

**Task: Familiarize yourself with the following instructions**

- The workshop is equipped with automatic smoke detectors.
- The manual fire alarm trigger is located next to the main entrance.
- The workshop has a recording CCTV system with real-time monitoring on a screen in the FabLab office.
- Know the locations of:
  - the first aid station
  - firefighting equipment

- emergency stop switches
  - emergency exits
- In the event of an accident or hazardous situation:
  - Stop work immediately.
  - Inform the staff.
  - In an emergency, call 112. The address is Tampere University, Korkeakoulunkatu 3, 33720 Tampere, and the more specific location is Sähkötalo SB101.

## Theme 4: Wood workshop rules

**Task: Familiarize yourself with the workshop rules**

### 1. General rules

- The workshop may only be used by those who have completed the Moodle course.
- Always follow instructions and signage.
- Keep your work area tidy. Clean up after finishing your work.
- Return tools to their proper places after use.
- Report any damage or faults in equipment to the staff immediately.
- I am registered as a FabLab user and have accepted [Code of Conduct and Rules of Use](#) and [Terms of Use and Liability](#). By completing the exam, I accept also the Code of Conduct and Rules of Use and Terms of Use and Liability.

### 2. Personal safety

- Always wear safety glasses when using woodworking machines.
- Use hearing protection when working with noisy machines.
- Long hair must be tied back. Do not wear loose clothing, scarves, or jewelry.

### 3. Tools and machines

- Inspect tools before use. Do not use damaged equipment.
- Do not use a machine or tool if you are unsure how it operates.
- Ensure that guards and safety devices are in place before starting a machine.
- Turn on the dust extractor before starting work in the machine room. Make sure the shut-off damper is open.
- Never leave a machine running unattended.
- Always turn off the machine after use and unplug it if necessary. Turn off the dust extractor.

### 4. Working practices

- Always make a work plan before starting and follow it.
- Do not rush—carelessness causes hazardous situations.
- Make sure the work area is free of obstacles and slippery debris.
- Use clamps or a vise to secure workpieces—do not hold them by hand.
- When gluing, protect the surfaces with the protective paper available in the room.
- Be aware of FabLab opening hours and prepare to finish your work in time so that there is also time for cleaning

### 5. Waste and cleaning

- Clean your workstation after work: vacuum wood chips and dust.
- Do not leave tools or materials lying on the floor or tables.
- Personal projects or materials may not be stored in the workshop.

**Remember: A safe and tidy workshop is everyone's responsibility!**