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## **Work regulations and safety rules in SIE Research Baselab Prototyping U02-212A**

1. Work can be commenced only after receiving the instruction at the workplace.
2. Appropriate working clothing must be worn while working. Latex gloves must be worn when handling the materials of the 3D printer.
3. Prior to the commencement of work, all the objects, which may get stuck between rotating or moving parts (neck ties, rings, watches), must be removed; moreover, shirt sleeves must be rolled up above the elbow or sleeve edges must be fixed.
4. It is not allowed to wear gloves while operating the machine tool and a rubber finger protection must be worn in case of a bandaged finger.
5. Closed footwear must be worn during working.
6. Protective goggles or a transparent face shield must be worn, if loose chips are formed when processing metals and the tool does not have any protective devices.
7. Local lighting of the tool must be set so as to ensure adequate illumination of the work area.
8. Before starting the machine tool, make sure that the machine tool is in working order, the protective covers and safety guards are in place and that starting of the machine tool does not put anyone at risk.
9. Keep your workplace clean while operating the machine tool and do not clutter it with workpieces, blanks, metal waste or debris.
10. Use a chip hook (it is not allowed to use a loop-shaped hook) for removing chips while turning; do not use compressed air for cleaning.
11. Oil, lubricants or printer material spilled on the floor during operation must be removed immediately.
12. Disconnect the machine tool from the mains before leaving the workplace as well as in case of power failure.
13. If the machine tool or the starting device is under repairs, attach a sign "Do not switch, under repair!" to the machine tool.
14. In case of emergency, stop the machine tool by using the red emergency button, which is protruding from the machine tool and thus, allows to switch it off by using another part of the body instead of the hands.
15. After completion of work, clean the workplace, put the tools and aids to their designated places, and wash your hands and face.
16. Notify the laboratory engineer of all the deficiencies and failures that have occurred while operating the tool and the person-, responsible for the work safety in Thomas Johann Seebeck Department of Electronics (room U02-203).

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