



These lab rules apply to all people using machines or tools in Fablab Brussels.

Failure to comply with these regulations may result in denial of access to the Fablab or its facilities/machines

1. General

1.1. Opening hours

The Fablab with accompanying electronics lab is open every Wednesday afternoon between 1 p.m. and 8 p.m. Check the calendar on the website to be sure.

1.2. Coordinators and team

Those responsible for the Fablab are Jonas Verbeke and Lieven Standaert. They are assisted by other staff from the Engineering Technology education and the faculty of Engineering. Some students also take responsibility by supervising the lab when no one else is.

Treat the people responsible for keeping the lab open and running with due respect. If they comment, it is to ensure the safety of everyone and to keep machines and tools in good working order.

1.3. Project storage/lockers

There are lockers spread throughout the lab in which you can put your project and/or material in so that it is stored safely and neatly. Please do not use more than 1 locker per person so that everyone has a place to store his/her equipment. Register your locker with the form.

1.4. Usage of machines/material/parts

Visitors (+18) pay for the use of the machines and the materials they use. Young people (-18) & VUB staff / students only pay for the material. The price list for this is posted in the Fablab itself.

The grey cabinets at the entrance of the lab are not freely accessible! If you need something from this, always ask a responsible person. The other grey cabinets are freely accessible.

Payments are possible in cash or via a banking app. For larger projects, an invoice can be provided, please check with Jonas Verbeke.

1.5. Clothing

Other than requirements for specific machines / setups, there are no further specific guidelines regarding clothing. During the summer it is therefore perfectly possible to work in shorts / light clothing in the Fablab. However, keep in mind that the Fablab is first and foremost a workshop, so your clothes will get dirty and break.

It is mandatory to wear closed and sturdy shoes in the Fablab. Open shoes and flip flops are prohibited for safety reasons. It is allowed to arrive in simple shoes (espadrilles, etc.) and to put on sturdy shoes from your locker.

2. Safety

2.1. General

You must provide your own PPE (Personal Protective Equipment) if you need it when working with a machine. The Fablab only provides hearing protection. You have to provide your own lab coat, gloves and safety glasses. Gloves and glasses are sold in the lab.

2.2. Passages

In the lab, walking zones have been demarcated by means of striped and red tape. No obstacles may be placed within the black and white striped walking zones. These are the minimum passages required for evacuation. Make sure you don't put anything in this zone.

The zones marked with red tape are zones where there is 1 or more firefighting equipment. There must be nothing in front of this zone that prevents access to the extinguishing equipment.

2.3. Machines

With each machine you must use the correct Personal Protective Equipment (PPE) such as safety glasses, gloves, etc. During the introduction, it is explained which safety regulations you must follow. These are also applied onto the machines themselves by means of stickers. Use the built-in safeties of the machines. Working easier is secondary to working safely.

3. Order & cleanliness

3.1. General

There are various "Cleaning stations" throughout the Fablab. These contain paper, dustpan & dustpan, cleaning product and a brush. For example, if spill oil or other stuff, clean it up with the material in the cleaning station. Put this back after use and say something if it is all used up.

When you are done working, put your chairs back and tidy up.

3.2. Tables

At the end of the day or when you have finished working, you clean up your equipment. I.e. the power supplies and soldering irons in place, as well as all materials such as screwdrivers, safety glasses, etc. You never leave your project on the table. Put this in the rack at the back of the lab or in your locker, otherwise you risk it being gone the next day. Material from lab electronics also always returns there. This is because it is necessary for the lessons. Vice versa for material from the Fablab.

3.3. Hygiene, health, safety

For hygiene and health reasons, food and drinks are not allowed in the workplaces, with the exception of a closed drinking container with water / soft drinks / coffee. Alcoholic drinks are prohibited. You can eat in the cafeteria on the first floor or in the hallway.

4. Etching toolchain

Read the explanation on the posters about how to work safely and you are well on your way. Persons who use the etching room with accompanying products / materials must follow the following guidelines:

- **It is strictly forbidden to keep any form of flame or spark near the etching area.**
- It is mandatory to wear safety goggles and to use chemical resistant gloves.
- One must always wear a lab coat or wear clothing that completely covers the skin. I.e. long sleeves and long trousers.
- The recipients/trays are labeled with the substance that should be in them, do not pour any other chemicals into them.
- After using a recipients/trays, pour the surplus of your chemicals back into the bottle if they are not contaminated, otherwise it has to be put in the sink. Rinse the container with plain water.
- Never leave bottles or jars with chemicals open, always close them carefully.

- When you take a PCB out of the etching tank, hold an empty tray underneath to prevent it from dripping.

You regularly spill while etching. This is okay as long as you clean it up. Paper is provided at the etching area. When you're done, clean up everything. Pour the chemicals that are not mixed with other things back into the appropriate bottle.

You can simply rinse your chemical-resistant gloves with water.

Use your own lab coat. Put your lab coat in your locker so that you can always access it when you need it.

5. Accidents.

Both Lieven and Jonas are in possession of a first aid certificate. Their phone numbers are posted at the entrance of the lab.

Always record each action in the booklet provided in the first aid cabinet.

5.1. Minor injuries

For minor injuries such as a cut on your finger, a minor burn from a soldering iron, scrapes, etc. you can use "FIRST AID BOX 1". This is located on top of the Fablab mezzanine near the printer corner

5.2. Severe injurie

1. Safety! Make sure there is no more danger before continuing.
2. Check if the victim is conscious
3. Call the emergency services on 112
4. Notify a responsible, but never leave the victim alone!
5. Provide further first aid

5.3. Content first aid boxes

If you use up something from a first aid kit, please let us know so that new equipment can be purchased. The next person who is injured would also like a band-aid and disinfectant.

6. Badge system

The machines in the Fablab are equipped with a badge system. You cannot work with a machine before you have followed the relevant introduction. Afterwards you get access to the machine or machine family via the badge.

The use of the badges is strictly personal. The badges are not lent to each other, even if that other person can already work with the machine. If you have lost your badge, you can always request a new one from a responsible. If you lend your badge to someone, you are responsible for the consequences if something goes wrong. If the machine is broken, you may be held responsible for the costs.