



Regulations of Laser Cutting Room

1. Only students from the School of architecture who have attended the Laser Workshop 2016 – 2017 safety-training seminar are permitted to use the machines and tools.
2. Students are solely responsible for their personal safety and security when using the equipment and facilities in the laser cutting room at all times.
3. Only cardboard and acrylic are allowed to be cut by the laser cutter.
4. Never leave the laser system running unattended for any reason.
5. No smoking, food and drinks are allowed in the laser cutting room.
6. No spray activities are allowed in the laser cutting room.
7. You are not allowed to store your model and materials in the room. Any remaining materials left unattended in the laser cutting room will be disposed of without prior notification.
8. Keep the working area and facilities clean and tidy after use..
9. If equipment is fitted with protection device, they must be used. Equipment should never be used if the protection device have been removed or are found malfunctioning.
10. Do not carry loads to such a weight that may be dangerous or with the vision obstructed.
11. All accidents/incidents/occupational ill health must be reported thereby the staff.
12. In the event of fire, leave the building immediately. Break glass of the nearby fire alarm call point to alert other users in the building and proceed to the assembly point.
13. Contact the staff of Workshop at 3943-6585 or send email to lg.workshop@eservices.cuhk.edu.hk if you have any enquiries.
14. In case of emergencies or any irregularities found, please contact the following person:

Technician in-charge	Leo DAI	3943-6585
Safety coordinator	Max LEE	3943-6589/ 3943-6585
General Office		3943-6583
Security Office (Non-Office hours)		3943-7999 (24-hr reporting)
Ambulance		2735-3355/ 999

Note: Students are required to sign the log sheet every time when they enter the workshop.
(At least two students are required to work in the mini workshop at the same time after office hour)