



### **Regulations of Laser Workshops**

1. Only students from the School of architecture who have attended the Laser Workshop current year 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 Workshops at all times.
3. Doors of the Laser Workshops should be kept closed at all times.
4. Only cardboard and acrylic are allowed to be cut by the laser cutting machines.
5. Never leave the laser system running unattended for any reason. Turn off the power supply immediately when you are not using the machines.
6. No smoking, food and drinks are allowed in the Laser Workshops.
7. No spray activities are allowed in the Laser Workshops.
8. You are not allowed to store your model and materials in the room. Any remaining materials left unattended in the Laser Workshops will be disposed of without prior notification.
9. Keep the working area and facilities clean and tidy after use.
10. Please dispose all recyclable waste to the recycle bins inside the Laser Workshops. Large and heavy recyclable materials should be placed to the recyclable waste collection point at LG/F.
11. 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.
12. Do not carry loads to such a weight that may be dangerous or with the vision obstructed.
13. All accidents/incidents/occupational ill health must be reported thereby the staff.
14. 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.
15. Contact the staff of Workshop at 3943-6585 or send email to [lg.workshop@eservices.cuhk.edu.hk](mailto:lg.workshop@eservices.cuhk.edu.hk) if you have any enquiries.
16. In case of emergencies or any irregularities found, push down 'EMERGENCY STOP' button and switch off the electric power of the laser cutting machines.
17. Please contact the following person in case of emergencies / irregularities found:

Technician in-charge	Leo DAI	3943-6585
Safety coordinator	Max LEE	3943-6589/ 3943-6585
General Office		3943-6583 / 3943-1027
Security Office (Non-office hours)		3943-7999 (24-hr)
Ambulance		2735-3355