

Cedar Valley Makers

Policies and Procedures Summary

CVM strives to provide a safe, productive and fun work environment for its members. In light of this mission, we ask you to obey the following policies and procedures for working in our facility. Failure to obey these policies and procedures can make our facilities dangerous or unwelcoming to others, and such actions on your part may result in your access being terminated without notice. Please take them seriously. We reserve the right to change these policies and procedures at any time.

Individual Safety: Obey all posted signs and literature pertaining to safe use of our facilities. These include but are not limited to signs regarding appropriate shop clothing and protective gear, techniques for safe equipment use, material-specific precautions for equipment, and machine tool lockouts. Do not use equipment you are not comfortable with or trained to use. We ask that you not operate any equipment after staffed hours without a partner in the facility; operate it individually at your own risk. Default to asking for help if uncertain.

Facility Access and Use: Only access and use facilities in accordance with the Facility Access Policy.

Shared Safety: In a shared and open facility like ours, it is possible for less experienced members to operate equipment dangerously without knowing it. Please stay on the lookout for unsafe behavior, and approach and offer feedback to fellow members if you believe they are working unsafely. Please notify staff immediately if you believe any piece of equipment or infrastructure to be unsafe.

Respectful Behavior: In both in-person and electronic interactions, behave respectfully, courteously, and professionally to your fellow members. No discrimination, harassment, or hate speech shall be tolerated.

Courtesy of Shared Spaces: Keep noise levels to a respectful minimum for the comfort and enjoyment of those in the immediate area. No loud music or other noise will be permitted without the explicit permission of the members around you. No fumes or flames are permitted in unventilated areas. Restore the shared spaces to be as clean as or cleaner than when you found them. Please respect and do not interrupt any official CVM activities or classes in the shared spaces.

Incident Reporting Policy: Should any type of incident occur, or any unsafe situation be identified, CVM depends on its Members to report the situation to an Attendant, Shop Manager or through the appropriate forms (located at the Information Desk) to ensure the shop management stays properly informed.

Property Damage: Should any damage to CVM or Member's property occur, Member must fill out and submit an [Incident Report Form](#).

Equipment Malfunction: If any tool or equipment malfunction is identified, Member must fill out and submit an [Equipment Defect Form](#).

Personal Injury: Should any personal injury occur, Member is encouraged to seek appropriate medical attention immediately. An [Incident Report Form](#) must be filled out and submitted within 24 hours.

Visitors and Sponsored Guests: Non-member guests are permitted in CVM facilities in accordance with the Facility Access Policy. Guests and their actions are the sole responsibility of the host member.

Tolerance of Feedback: Please be open to constructive feedback from fellow members, especially as it pertains to safe use of our equipment and disrespectful communication or behavior.

Member Signature:	
Date:	