

City of Rockingham Libraries
***the hub* Conditions of Use**
Flux Laser Cutter and Air Filter

Access to Flux Laser Cutter and Air Filter

Access to the Flux Laser Cutter and Air Filter will only be granted to City of Rockingham Library members over the age of 18 who have been issued with *the hub* licence, and the additional Laser Cutter licence on their usual library membership card and who have current borrowing rights.

Booking of equipment

Bookings must be made for use of the Flux Laser Cutter and Air Filter, and will include a booking for the entire *the hub* space, and therefore may only be made at a time when there are no other users booked to use any of the other equipment in *the hub*. Extended booking times may be accepted if other users are not wanting to book any of *the hub* equipment. Please call the library on 9591 0800 or email mdlcccontact@rockingham.wa.gov.au to book.

Operational Safety Conditions

- Always monitor the machine when it is operating, do not leave the Laser Cutter unattended while running.
- Only a trained and competent person is to set up and operate the equipment.
- Ensure the Air Filter is working before Flux Laser Cutter begins
- ONLY non-treated wood will be permitted to be used in the Flux Laser Cutter

Potential Hazards

Some potential hazards from the use of the Flux Laser Cutter include:

- Impact, pinch and crush points
- Flammable materials
- CO2 laser beam
- Eye injury
- Electrical components
- Toxic gases and fumes

Housekeeping

- Ensure Flux Laser Cutter and Air Filter are turned off after use.
- Complete log of how many hours running time were completed (this is used for staff reference as to when the filters need to be changed)
- Always leave the area clean and free of any debris
- Alert staff of any error messages shown on the Laser Cutter before, during and after use
- Alert staff if excessive smoke is noticed

Safety

Every effort is made to provide a safe learning environment at the Mary Davies Library and Community Centre.

It is expected that library users exercise care when using *the hub* and its associated equipment and ensure that all instructions provided are adhered to.

In the event of an evacuation please follow the directions of staff.

If there is an emergency in the room please alert staff or call 9591 0800.

If first aid assistance is required please see a staff member.

Directions of City of Rockingham staff must be followed at all times. Library staff as *Authorised Officers under the Local Government Act 1995 for the City of Rockingham Public Places and Local Government Property Local Law 2018* have the right to remove customers from the library if they fail to follow reasonable instruction.

Collection Notice

The City of Rockingham is collecting the personal information provided on this form to provide access to use the Flux Laser Cutter. It may also be used for secondary purposes which would be reasonably expected.

Your personal information will not be disclosed to any other party without your consent unless required or authorised by law.

If you choose not to provide your personal information, please do not complete this form as we will be unable to provide you with access to the Flux Laser Cutter.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

I confirm that I have read and agree to *the hub* - Conditions of Use – Flux Laser Cutter and Air Filter and Privacy Notice

I am over 18 ☐

I will only use non-treated wood in the Flux Laser Cutter ☐

Name:

Library card number:

Date:

Signature: