



**STARTUP  
YARD**

Ideenwerkstatt  
Hochschule Wismar

## Workshop Usage Regulations

Students are only allowed to work in the StartUpYard after being instructed. They will be informed by the StartUpYard team about the location of the escape routes, the alarm system, the smoking prohibition, the location of the fire extinguishers, first-aid kits and the function of the electrical emergency stop switches.

You always use the premises at your own risk.

The StartUpYard premises can be used by students during the opening hours. They are posted at the entrance of the StartUpYard and can also be checked via Stud.IP. Opening hours may vary during special events, repair or maintenance work.

Working on certain machines is only permitted after prior consultation with the StartUpYard team and documented instruction on the corresponding machine. Information on the instruction obligation can be found on the respective machine or in the immediate vicinity. The instruction is compulsory and must be signed by every student to acknowledge. The user is responsible for the proper and safe handling of the tools and machines.

Material you have brought with you cannot be stored in the workshop.

Used materials are to be marked in case work is interrupted.  
Materials that cannot be assigned are disposed of, if they cannot be reused.

Lost and found items have to be submitted to the StartUpYard team. No liability claim arises from the acceptance and safekeeping. The items can be collected from the team.

In the event of serious violations of the workshop usage regulations or the offense against instructions from the StartUpYard team, further use of the premises can be refused or even have a ban of entry as consequence.

### Working in the workshop:

- » A general duty of care applies when handling the equipment.
- » Cutting pads must be used for cutting with a cutter or scalpel. For gluing, paper or cardboard is to be used as a base.
- » After finishing work, the used machine and/or workstation must be tidied up.
- » Accessories of machines are to be placed in the designated places and tools are to be placed neatly back on the tool wall.
- » Wear appropriate clothing in zone 2 (sturdy shoes, close-fitting clothing).
- » Notices regarding protective clothing are attached on the machines and tools. This protective clothing must be worn when using the machines and tools.
- » In order to prevent accidents on rotating machines, hairnets or suitable headgear must be worn.
- » Safety always comes first. Everyone takes care for themselves and others. People without proper protective measures, protective clothing or experience on the machines must be made aware of this. This is not to be seen as a reprimand, but as an appreciation.
- » You are not allowed to work in the StartUpYard after drinking alcohol or after taking other intoxication substances. Should this be determined, you will be expelled from the premises immediately.
- » Eating is not allowed in zone 2. Keep drinks away from electrical tools.
- » Garbage is to be separated and disposed of in the designated container.
- » Defects in tools and machines must be reported to the StartUpYard team immediately.
- » Please also report unusual noises on machines, smoke development or smells.
- » Tools and machines are only intended for use in the workshops and cannot be borrowed.
- » Children and pets are not allowed in the StartUpYard.

These regulations apply to all premises and persons working there.

They take effect from the opening of the StartUpYard on 08.06.2021 onwards.

*E. Kahl*

Wismar, 08.06.2021