



Safety Program & Policy Manual

Safety Program

Safety Mission Statement

Nova Labs is chartered to provide members the freedom to learn, build, and innovate. We strive to support these activities in an environment that prioritizes the physical safety of those whom we are privileged to host, be they members, guests, employees, volunteers, or students.

Safety Program

While Nova Labs has a Safety Program and Safety policies, the primary stewards of safety are you, the boots-on-the-ground, hands-on members of Nova Labs who design, build, break, and re-invent. It's all part of a contract. Nova Labs provides the environment, and you provide the talent. You expect tools to function, safely, and Nova Labs in turn expects you work in accord with safety policies designed to keep you, your colleagues, and the Nova Labs work environment safe from damage or harm.

The Nova Labs Safety Program is managed by a Safety Committee responsible for the development, maintenance, and distribution of Safety Policies; these policies and the processes most relevant to you are described in the second section of this document. Details about the Safety Program and its processes are described in the first section of this document

Prioritizing safety is the responsibility of every single person who walks in the door at Nova Labs, regardless of their membership status. We have developed a workplace safety program outlining the policies and procedures regarding employee and volunteer health and safety. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program.

It is the intent of Nova Labs is to provide a safe environment for all. It is also our intent to properly manage any incidents that occur so as to minimize injury and other forms of loss. A well-managed workplace safety program benefits our organization and its people in countless ways. In order for Nova Labs to achieve our goals, we have developed a workplace safety program outlining the policies and procedures regarding employee and volunteer health and safety. Each and every individual must become familiar with the program, follow and enforce the procedures, and become an active participant in this workplace safety program.

While the Board is responsible for developing and organizing this program, its success depends on the involvement of each employee and volunteer.

Guiding Framework:

The Safety Committee developed a safety program with four guiding elements:

Element #1 Leadership and Member Involvement

- All members of the Nova Labs community involvement and communication on workplace-safety and health issues are essential
- Develop & post the organization's written safety and health policy for all to see.
- Involve community members in policy making on safety and health issues.
- Take an active part in safety activities.

Element #2 Hazard Analysis

- Analyze all facilities conditions to identify and eliminate existing or potential hazards.
- Perform analysis on a regular and timely basis.
- Make certain all appropriate members & participants know and understand current hazard analysis for all tools and processes.
- Focus workplace design on all physical aspects of the work environment, including the following:
 - Size and arrangement of work space
 - Physical demands of the tasks to be performed
 - Design of tools and other devices people use
 - The fundamental goal of workplace design is to improve people's ability to be productive, without error or accident, for extended time periods.

- Commitment to proper workplace design which improves both safety and productivity.

Element #3 Hazard Prevention and Control

- Regularly and thoroughly maintain equipment.
- Ensure that community members and participants know how to use and maintain personal protective equipment.
- Train community members & participants in proper procedures for handling specific situations.
- Report equipment that is not working, hazardous, and/or unsafe for any reason.

Element #4 Safety and Health Training and Education

- All community members must actively participate in appropriate training (for equipment, volunteer positions, community shops, etc)
- Follow procedures and policies which allow only properly authorized and instructed individuals to use and maintain the equipment..
- Make sure no individual are using equipment or acting in a way that appears unsafe.
- Pay particular attention to individuals learning new operations to make sure they have the proper job skills and awareness of hazards.
- Train leadership to recognize hazards and understand their responsibilities.

Safety Committee

To organize, develop and maintain a safe environment, Nova Labs has established a Safety Committee. The general description of the roles and responsibilities of the committee follows, however, the full charter of the committee can be read here [link to charter that describes, inter alia, committee composition, duties, length of commitment, and requirements for reporting activities and progress to the board].

The Safety Committee develops, implements, and maintains safety policies & procedures which improve Nova Labs environment. As new policies and procedures are needed or codified, that knowledge will be integrated into the handbook and posted on the Nova Labs Wiki at <http://www.nova-labs.org/wiki/>.

The Safety Committee meets quarterly to review incidents, develop plan of actions, discuss trends and train members. Records of meeting and incidents are reported to the Board and maintained by

Committee Chair. Updated policies are reviewed by the Board and, once approved, maintained in the Safety Program & Policy handbook.

A bulleted summary of this policy is to be posted at Safety Stations throughout the Nova Labs premises, i.e. Wood & Metal Shops, Laser Room, Orange Bay, Crafter's Cove, etc. The full policy will be maintained on the wiki, with direct links on the orange bay kiosk computer's desktop and on the website.

Membership and community members can communicate to the Safety Committee at safety@nova-labs.org and suggestions are welcome.

Safety Policies

Liability Waiver & Indemnity and Hold Harmless Agreement, Safety Acknowledgement

Every participant must sign a liability waiver, Indemnity & Hold Harmless Agreement, and Safety Acknowledgement when you 1) sign up as an Attendee and attend Green Orientation 2) before any class, and/or 3) on a yearly basis. Text of the Liability Waiver is included as an appendix to this manual.

Developing a Safety Culture: Community Members

Work-Stop Authority:

Every person in the shop is expected to use work-stop authority to intervene and stop activities until safety procedures are adhered to when they witness unsafe work practices. Once engaged, all members in the shop are expected to discuss the practices, research safety and come to a mutual understanding in a socially mature way. If no agreement can be reached, work should pause until a Shop Steward can adjudicate and advise.

Safety Training

It is important that everyone in Nova Labs be properly trained and aware of general Nova Labs procedures.

ALL participants must sign a waiver when they 1) sign up as an Attendee and attend Green Orientation 2) before any class, and/or 3) on a yearly basis.

Stewards and their designees are the only individuals allowed to modify, maintain and repair permanent equipment and tools.

Members must sign a yearly safety review & liability waiver to remain in good standing.

Members are expected to keep updated with safety process and procedures through the Nova Labs Wiki & participation in the community.

Stewards and instructors keep updated with equipment through safety trainings and quarterly meetings.

Safety and Access at Nova Labs

General Shop Rules

- When in doubt, **ASK!**
- **CLEAN** and **ORGANIZE** your work area(s) - put tools and materials back where you found them **BEFORE** leaving
- Plan on contributing at least 10 min to set up and clean up the workshop with every visit.
- Before leaving, give the workshop a once over, putting any loose tools, supplies and equipment away.
- **REPORT** issues; **REPORT** and **REIMBURSE** broken things; **CONTRIBUTE** to consumables (especially where use is substantial)
- Mind your eyes, fingers, and appendages

Participant Type:

Guests

- Access **ONLY** during schedules/hosted events and supervised visits
- Permitted to attend Open Office Hours in the Shop area (requires e-registration or signed paper waiver)

- Examples of Guests include new visitors, tour participants, guests of Associates or Key Members, meeting attendees, event attendees
- When the event or sponsoring member leaves, the guests must also depart.

Attendees

- Access ONLY during hosted events (www.meetup.com/nova-makers) or with Daypass
- Requires Green Orientation (GO!) sign-off
- e-Registration at nova-labs.org.
- Requires Nova Labs Daypass for independent lab usage. Tool and equipment usage requires applicable sign-offs
- Buy Daypass from Front Desk volunteers or a Member. Must return Daypass access cards upon exit
- Can operate tools for which they are not certified under supervision of Steward, Instructor or another certified member.

Associates

- Full and independent access to all areas whenever a Key Member is available and agrees to accommodate entry.
- When the last key member who can accommodate Attendees and/or Associates leave, the lab is closed.
- Requires Green Orientation (GO!) sign-off
- e-Registration at nova-labs.org.
- Can operate tools for which they are not certified under supervision of Steward or Instructor or another certified member.

Key Member:

- Can access facilities & tools 24/7 with Green Orientation.
- Can use all equipment with proper training and certification.
- Can operate non-certified tools under supervision of Steward or Instructor or another certified member.

Orientation:

Nova Labs Shops consist of GREEN, YELLOW, and RED Safety levels. Each safety level orientation grants access to different tools and shops.

Green Safety Level Orientation, described below, is needed before a potential guest, attendee or member can access the Shops. Green Safety Level Orientation covers all shop areas.

Yellow Safety Level Orientations are shop specific and allow access to low to moderate risk tools.

Red Safety Level Orientations are shop specific, generally tool-specific and allow access to high-risk tools.

Once completed, **Red** and **Yellow** Orientations confer “Certifications” to participants and members as determined by the Instructor or Shop Steward. Certifications are tracked via the Nova Labs member database.

No user may independently use tools without proper certification on the tool via Nova Labs database. Issues with database records can be resolved at membership@nova-labs.org

Every machine tool should have a color band to identify it as a GREEN, YELLOW, or RED level tool. Color bands are decided by stewards.

GREEN Safety Level Orientation

A GREEN SAFETY LEVEL ORIENTATION IS REQUIRED BEFORE USING ANY TOOLS AT NOVA LABS

Covers general safety and membership at Nova Labs. During this orientation, you will:

- Hear a brief history of Nova Labs and why the organization exists with slides <https://docs.google.com/presentation/d/1qNZiwU4ZyajP0s5JldRb-HYT2gEJTthe9rIX9AjAJ00/edit?usp=sharing>
- Understand the [membership and operating structure](#) at Nova Labs
- How the organization operates
- How our membership works and our expectations
- Review general safety procedures for all shop areas at Nova Labs
- Discuss appropriate personal safety equipment for shops and Orange Bay.
- Locate fire extinguishers
- Understand emergency machine stops
- Specific safety procedures on given equipment
- Sign a liability waiver

This orientation will permit access to:

- Hand-held bench tools (files, tap sets, hacksaw, etc)
- Shop Class!

YELLOW Safety Level Orientation

A **YELLOW Safety Level Orientation** are single session safety orientations for a Shop-specific set of tools. These orientations are in-depth looks at the culture, safety and tools of each particular Shop. **YELLOW** Tools are smaller, more approachable and pose a lower safety risk than **RED** tools.

YELLOW denotes a risk factor, not a sequential learning path.

YELLOW Tools include but are not limited to:

In Woodshop:

- Floor-stand drill press
- Bench-top band saw

In Metal Shop:

- Grinder (6")
- Metal Shop Drill press
- Shear / Brake / Roller Press
- Horizontal bandsaw

In Crafter's Cove:

- Silhouette Cameo & Curio CNC crafting machines (located on the Silhouette Station cart)
- Large Heat Press
- Small Heat Press
- Large CNC Vinyl Cutter

RED Safety Level Orientations

The **RED** level consists of individual sessions for access to one or more tools. These tools increase the user's safety risk, cost of damage/replacement and complexity of machine. All of the tools in the shop area are in this classification, listed here but not limited to:

- Digital fabrication lab

- 100W Laser Cutter (Mongo), 40W (brand) laser cutter, new (X)W (brand) laser cutter
- Thermoformer
- Wood shop
 - Table Saw / Router table / Band saws
 - Jointer / Planer (12")
 - Wood Lathe
- ShopSabre CNC Router
- LoboCNC Desktop Mill

Orange Bay

- 3D Printer
- Vinyl Cutter
- Metal Shop
 - MIG Welders
 - Matsura milling center
 - Enco lathe
 - Enco milling machine
 - Metal bandsaw
 - Chop saw

Minors at Nova Labs

Nova Labs is an active workshop and all minors must be supervised at all times. Supervising adult may be the Nova Labs instructor; however, parent or legal guardian of minors under 16 must remain in the lab at all times since Nova Labs cannot take responsibility for a minor. All minors (including guests of members) must have a Waiver and Release of Liability for Minors signed by their parent or legal guardian on file before they will be allowed to attend classes or work on-site. Programs and vendors may have program specific guidelines.

Adult supervision for minor under age 16:

- Adults must take and pass the **Green Safety Level Orientation** and the sign off class for all tool designated as Yellow or Red on which they will be providing supervision to minors
- Adults must pay for their seat unless they are already signed off on the tool
- Minors using equipment independently outside of an organized event must be signed off prior to using the equipment, and be under parental supervision.

Table 1-1: Minor Safety Policies and Guidelines

	Green	Yellow	Red	Membership
8 and Under	W/ Certified Adult	W/ Certified Adult	No	No
9-15	Independent with Certification or w/ certified adult	Independent with Certification or w/ certified adult	w/ certified adult	No
16-17	Independent with Certification or w/ certified adult	Independent with Certification or w/ certified adult	Independent with Certification or w/ certified adult	Yes - associate

Age	Policy and Guidelines
8 and under	Not eligible for Associate. Cannot be signed-off on Yellow or Red tools. May use Green & Yellow tools under certified adult supervision. Liability Waiver must be signed.
9 to 15	Not eligible for Associate level. Requires signed Liability Waiver. Sign off of a minor is contingent upon a demonstration of maturity during the sign off class and during subsequent shop/tool usage. Sign-off may be terminated at shop steward discretion based on behavior in the shop.
16 to 17	Eligible for Associate level. Must provide proof of age. Use of Red tools must be supervised by certified adult. Parent or legal guardian must be present during sign off class, but do not have to participate in the class or pay. Sign off of a minor is contingent upon a demonstration of maturity during the sign off class and during subsequent shop/tool usage. Sign-off may be terminated at shop steward discretion based on behavior in the shop.
18 and over	Eligible for Associate level and key Membership. Considered an adult, not a minor.

Certifications

Stewards and Instructors certify Attendees and Members. Email membership@nova-labs.org with Certification, Name & email address.

Limitations on Usage of Nova Labs Facilities & Equipment:

Members are free to pursue their passions and interests, but certain projects pose legal and safety risks, and may not fit into the inclusive mission of Nova Labs. Members may be asked to suspend work on individual projects, remove materials from premises and cease operations. While no comprehensive list of acceptable projects and uses can be made, we do have some common-sense guidelines.

- 1) Don't commit crimes of any nature in the makerspace.
- 2) Do not engage in activities which may reflect negatively on the makerspace, or engender it to legal consequences.
- 3) Do not engage in activities (i.e. mixing explosive materials) which can or may injure others.

In concordance with common practice in Makerspaces, gunsmithing, and high explosives (i.e. rocketry) are not allowed in Nova Labs.

Personal storage of flammable fluids and auto repair are not allowed in Makerspace.

Developing a Safe Workplace:

Reporting Safety Accidents, Incidents, Near-Misses

Accident — Refers to the event. It is an unplanned, undesired event in a sequence of events that causes an unintended injury, death or property damage.

Incident is an undesired event that may cause personal harm or other damage.

Near-Miss is an event which, had circumstances been different, could have resulted in personal harm or damage.

Violation refers to an incident, accidental or non-accidental, which a person could have taken preventative precautions against, but chose not to.

Community members have a responsibility and duty to report accidents, incidents and near-misses as they occur. While regrettable, accidents, incidents and near-misses provide learning opportunities for community members and users. Reporting helps Nova Labs know how we are doing, how to improve, and how to educate the community on common hazards.

Violations:

If you see a safety issue, use "Work-Stop Authority" to halt the action. Work, as adults, to find a solution. If no action can be decided upon, pause work until a Shop Steward can adjudicate. Write up an incident report to document what happened and recommendations to prevent from recurring. If an individual does not respect the process, ensure that everyone is safe to the best you can, and notify leadership.

Violations of Safety Policy:

Continued membership and access to Nova Labs is dependent on a person's individual commitment to safety. Continued safety violations (defined as negligent acts, actions, or behaviors which endanger health and property of Nova Labs, members, facilities, etc whether or not explicitly posted, written down or verbally communicated) are grounds for dismissal from the Nova Labs premises, and from membership roles and all benefits thereof. Grossly negligent acts are grounds for dismissal at first instant.

Safety Incident/Violation Level #1: Minor safety violations, not resulting in injury or damage.

Result: Retraining, warning, debrief with Stewards.

Safety Incident/Violation Level #2: Continued minor safety violations, major safety violations resulting in injury and/or damage.

Result: Community suspension, repair, volunteer hours, fines, and/or other measures as appropriate. May restrict access to open shop hours.

Safety Incident/Violation Level #3: Gross safety violations. Continued major violations resulting in injury and/or damage

Result: Dismissal from Membership.

Process for Violations:

- Incident Occurs

- Incident Reported to Safety Committee
- Stewards Investigate & Prepare Report to Board
- Stewards Bring Conclusions to Board With Recommendations
- Board Determines Violation Severity and Consequence

Accident Process

All accidents and injuries requiring professional medical attention occurring on Nova Labs, Inc property or involving organization-related activities must be reported to the safety committee via email to safety@novalabs.com immediately. If a workers' compensation or other claim is evident, the safety coordinator should contact the organization's insurance agent or broker within 24 hours.

Members are responsible for repair/replacement costs of damaged equipment as determined by Stewards.

Process for Damaged Equipment:

Tag with Do Not Use Tags at Safety Station

Email ShopStewards@nova-labs.org or send note to Slack #stewards channel

Steward opens ticket on Jira & tracking Board @ Woodshop

Steward investigates incident.

Steward determines, completes, documents appropriate action on Jira & Slack

Steward notifies member & leadership of any charges for damages, if any.

Steward removes "Do Not Use" Tag

Process for SawStop:

Tag with Do Not Use Tags at Safety Station

Email ShopStewards@nova-labs.org or send note to Slack

Steward opens ticket on Jira

Steward investigates incident.

Steward determines, completes, documents appropriate action on Jira & Slack

Steward opens Tech Support Ticket with SawStop and sends cartridges in for examination.

Steward notifies member & leadership of any charges for damages, if any.

Steward removes Do Not Use Tag

Process for Hazardous Situation:

Close down shop for clean up.

Email ShopStewards@nova-labs.org or send note to Slack

Document current state of shop with pictures

Steward opens ticket on Jira

Steward (or designee) determines, completes, documents appropriate action on Jira & Slack

Shop Reopens

Personal Safety Equipment -

Each member is required to wear appropriate personal safety equipment during appropriate times, such as operating equipment, observing demonstrations, etc. as determined by activity leaders and participants. Safety glasses and hearing protection are a MUST in shop environments when equipment is in use or where otherwise directed by activity leaders.

Process for Incident/Near-Miss/Hazardous/Clean Up:

Attend to any medical issues immediately.

Notify Shop Stewards.

Refer to Damaged Equip or Hazardous Conditions Process if necessary.

Complete Incident Report

Email/Scan to ShopStewards@nova-labs.org

Safety Committee conducts preliminary investigation

Safety Committee makes recommendation of action

Safety Committee compiles data to quarterly report

Safety Committee closes ticket

Maintaining Safe Facilities

Shop Stewards develop and maintain shop safety checklists and walk-throughs, engaging in them at least quarterly. Shop Stewards maintain equipment as needed. Safety logs are kept through Slack & Jira, while quarterly walk-throughs and equipment needs kept with Safety Committee.

Shop Stewards determine intake, certification/orientation, and disposal of tools in the shop.

Hazards may arise at anytime. Community Members should report suspected and definite hazards to shopstewards@nova-labs.org or on Slack to communicate issues and determine solutions.

Open Shop Hours, Event & Class Safety:

All classes which use shop equipment must be reviewed by the Shop Steward (or designee) for safety and appropriateness.

Student MUST sign in via MeetUp and have verified Green Orientation before Shop participation.

Students must sign liability waivers before participation.

APPENDIX 1: Pillars of a Safety Program

A successful safety program recognizes that hazards change. Policies and procedures will need to change as new hazards are identified or are revealed, or where existing policies are shown to be insufficient.

These are the four pillars of a comprehensive safety program.

Element #1 Management Leadership and Employee Involvement

- Employer and employee involvement and communication on workplace-safety and health issues are essential
- Post the company's written safety and health policy for all to see.
- Involve employees in policy making on safety and health issues.
- Take an active part in safety activities.

Element #2 Workplace Analysis

Analyze all workplace conditions to identify and eliminate existing or potential hazards.

Perform analysis on a regular and timely basis.

Make certain all employees know and understand current hazard analysis for all jobs and processes.

Focus workplace design on all physical aspects of the work environment, including the following:

Size and arrangement of work space

Physical demands of the tasks to be performed

Design of tools and other devices people use

The fundamental goal of workplace design is to improve people's ability to be productive, without error or accident, for extended time periods.

Proper workplace design improves both safety and productivity.

Element #3 Hazard Prevention and Control

Regularly and thoroughly maintain equipment and vehicles.

Ensure that employees know how to use and maintain personal protective equipment.

Train employees in proper procedures for handling specific situations.

Element #4 Safety and Health Training and Education

It is important that everyone in the workplace be properly trained

Managers and supervisors

Outside contractors

Part-time and temporary employees and volunteers

Allow only properly authorized and instructed employees to do any job.

Make sure no employees do any job that appears unsafe.

Hold emergency-preparedness drills for employees.

Pay particular attention to employees learning new operations to make sure they have the proper job skills and awareness of hazards.

Train supervisors and managers to recognize hazards and understand their responsibilities.

Manual Addresses:

Element 1 — Management Leadership and Employee Involvement:

This is our “safety manual”. It captures our policies and articulates the processes we use to maintain these policies. Our safety manual provides the most accessible guidance on safety-related issues. The safety manual provides the following information

- Boilerplate statements on the value of workplace safety and why management is committed to it
- A list of the locations where written safety and health policies are posted for all employees and volunteers to see (one of which might be this manual)
- A schedule of when and where regular meetings are held that address employee safety and health issues
- A stipulation that abiding by all safety and health rules is a condition for continued use of Nova Labs
- Concrete list of policies regarding the use of Nova Labs machines and tools.
- Locations of fire extinguishers, first-aid kits, etc.
- Strenuous recommendations for the use of personal safety equipment (e.g. safety glasses)

Element 2 — Workplace Analysis

- An analysis of workplace conditions to identify and eliminate existing and potential hazards
- An outline of the procedure for reporting hazards
- What employees and volunteers should expect to see in terms of investigation and relief
- Assignments for trained personnel to conduct inspections of the work site and correct hazards

- Policy that any changes in process or new high-hazard facilities are reviewed by a competent person, and that the nonprofit seeks assistance, if necessary, from safety and health experts.
- A schedule for future analyses (on a quarterly basis or last week of the month)
- An outline of hazards within the nonprofit's mission
- A brief glossary of relevant safety terms
- Appropriate Forms

Element 3 — Hazard Prevention and Control

Process for training employees in proper procedures for handling specific situations

Procedure for ensuring that employees know how to use and maintain personal protective equipment and gear

Clear simple steps for hazard-correction procedures.

Process for checking that hazard correction procedures are being carried out

Process for reviewing any occurrences for underlying causes and considering how additional corrective actions might reduce the potential for future incidents

List of ways the emergency response system can be activated

Accident investigation procedures: how to analyze data as it relates to:

- New process or equipment

- Apparent accident/injury trends

- Cumulative trauma disorders

- High absenteeism and turnover

- Employee complaints

- Employees with reduced or limited capabilities

Element 4 — Safety and Health Education

Policy to allow only properly authorized and trained employees to do any job

Process to make sure that no employees do any job in an unsafe manner, or do a job that is inherently unsafe

Provision to hold emergency-preparedness drills using a range of scenarios for employees on a regular basis over the year

Method to ensure that particular attention is paid to employees learning new operations to make sure they have the proper job skills and awareness of the hazards related to a particular job

Method for training supervisors and managers to recognize hazards and understand their responsibilities

Accountability to ensure that supervisors and managers take their roles in workplace safety seriously

Appendix II: Incident Sheets, Do Not Use, Reservations

Machine Reserved

for

on



from: _____ to: _____

by: _____

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Problems? Posted To Each Machine

problems?

- shutdown immediately
- notify steward verbally, if possible
- notify other users by leaving a note
- email to shopstewards@nova-labs.org

Out of Order



out of order
do not use

noted

date/time: _____

by: _____

Incident Report

Nova Labs Inc

Current date: _____

Date Received:

Filled out by: _____

Reviewed by (initials):

Date and time of incident: _____

Location of Incident: _____

Tools Involved: _____

Member(s) Present: _____

This incident was a near miss

Summary of Incident:

Persons involved (including age, if minors) and contact information (phone/email):

Witnesses & Participant Type:

Was there any personal injury? Please provide details, including first aid applied or hospital visit.

Was there damage to any makerspace equipment?

Does any equipment require repair or replacement? What steps were taken to repair?

Appendix III: Liability Waiver & Safety Acknowledgement

Liability Waiver

As a makerspace and also a community of makers, Nova Labs, Inc. ("Nova Labs"), provides its facilities, equipment, classes, and activities with the intention of creating an environment that supports collaboration, creation, and community among its participants ("Makers"). To this end, Nova Labs takes reasonable precautions to maintain safety of its space and equipment but cannot guarantee the safety of the Makers at all times.

I acknowledge that these risks cannot be eliminated without jeopardizing the essential and/or fundamental qualities of Nova Labs and its activities and events. I agree and promise to accept and assume personal responsibility for all potential risks that exist from my participation in Nova Labs, including but not limited to risks that are known and unknown, anticipated and unanticipated, despite Nova Labs' reasonable efforts toward safety, despite perceived negligence by Nova Labs, and other faults.

My participation is purely voluntary, and I agree that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the activity. I also accept and agree to abide by any and all safety procedures established in Nova Labs (especially as relevant to my participation) and to exercise rationality and sound judgment. I agree to utilize only the equipment and areas in Nova Labs, and participate only in the activities and events, that are within the scope of my training and knowledge. Furthermore, I agree to report any accident, malfunction, or breakdown of equipment or facilities to the appropriate member of Nova Labs.

I further acknowledge that inherent risks, dangers and hazards and such exist when using power tools commonly used in electronics construction, fabrication, software design and other technology-related activities. Participation in such activities and/or the use of equipment associated with technology design, fabrication or manufacture and experimentation may result in injury, illness, death or damage to personal property.

I fully assume all risks associated with participation in events and exempts and release Nova Labs, its members, officers, agents and board members, from action whatsoever arising out of any damage, loss or injury to me or my property while upon the premises or using any equipment of Nova Labs or while participating in any of the activities contemplated by this agreement whether such loss, damage, or injury results from the negligence of Nova Labs, its members, agents, or from some other cause.

I will indemnify, save and hold harmless Nova Labs, its members, officers, board members, and agents from any and all losses, claims, actions, or proceedings of every kind and character which may be presented or initiated by any other persons or organizations and which arise directly or indirectly from my actions while engaged in the activities contemplated by this agreement.

I hereby acknowledge that I have CAREFULLY read all of the provisions above, fully understand the terms and conditions expressed there, and I intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law. Should any portion of this agreement be held to be invalid, its remainders shall continue to be in effect.

Safety Acknowledgement:

I have read, reviewed and understand the safety policies as outlined in the Nova Labs, Inc Safety Handbook and agree to adhere to those policies while on the premises.

Name of Participant:

Date:

(if participant is under 18-years old)
Signature of Participant/Guardian:
