



Thode Library Makerspace

Operations Manual/Code of Conduct

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1. Purpose

This document contains guidelines, rules and policies regarding the Thode Makerspace, from here-on referred to as the Makerspace. This operations manual was developed by a committee of students and McMaster University Libraries staff members with the consultation of various other stakeholders within the McMaster community.

The Thode Makerspace is a place for students from all academic and technical backgrounds to undertake experiential learning through hands-on activities that encourage collaboration and creative thinking. As such, this operations manual was written to help ensure that the vision of experiential learning is maintained. This document outlines rules and regulations students using the Makerspace must follow, including acceptable behavior within this space which will help to mitigate any of the risks associated with the use of this space.

2. Operating Committee

- **Lynne Serviss**
Associate University Librarian, User Services & Community Engagement
- **Ann Pearce**
Manager, Thode Library & Thode Makerspace
- **Brittany Sostar**
Thode Makerspace Coordinator

3. Makerspace Hours

Hours can be found at our website: <https://library.mcmaster.ca/spaces/makerspace#hours>

The space can be booked for public events and workshops from the Makerspace webpage: <https://library.mcmaster.ca/forms/thode-makerspace-event-booking-form>

Recommended advance notice for workshops or special events is a minimum of 2 weeks' notice. The acceptance of this form is at the discretion of the Makerspace Coordinator.

4. Makerspace Code of Conduct

Safety is always a paramount concern and is everyone's responsibility. The following rules are to be followed at all times. Violation of these rules may result in disciplinary action, which is decided in accordance with the McMaster Code of Conduct.

4.1. General Rules

1. Makerspace facilities may not be used unless the Makerspace Coordinator (or other trained Makerspace staff) is present.
2. No food is allowed in the Makerspace. Drinks with lids are permitted.
3. Smoking, chewing tobacco, or being under the influence of drugs or alcohol is strictly prohibited.
4. The use of headphones or any similar device is prohibited.
5. All accidents, including minor injuries and near misses and all hazardous conditions or activities must be reported immediately to the Makerspace Coordinator and the appropriate Incident Report Form must be completed and signed.
6. Capacity of the space is at the discretion of the Makerspace Coordinator.
7. Storage space is available for users to store their projects in the Makerspace for specific amounts of time. Access to locked storage can be borrowed via the user's library account/barcode. Borrowing time is for one semester, with one renewal at the discretion of the Coordinator.
8. After a piece of equipment or tool has been used, it is the user's responsibility to put it back in its place.
9. Users must report any missing items to the Makerspace Coordinator immediately and any student found to be stealing items from Thode Library, including the Makerspace, will be reported to McMaster Security.

4.2. Safety Rules

1. Before using the Makerspace, students must complete a Safety Training Module (refer to next section) on Avenue to Learn. Only students who complete the module will be allowed access to Makerspace resources.
2. Relevant PPE must be worn with the perspective equipment as outlined in the Safety training modules.
3. Hearing protection is required when working with machines or tools that produce an excessive (90dB or greater) noise level for extended periods of time. If hearing protection is not available, the Makerspace Coordinator must be notified.
4. Causing distractions of any kind is prohibited. Students are expected to demonstrate mature judgment and common sense in their work and conduct while working in the Makerspace and may be asked to leave if they fail to do so.
5. It is recommended that cell phones and other electronic devices are turned off. If they are used, they must be used with caution and steps must be taken to ensure that the user is at a safe distance from equipment and not distracting for Makerspace users.

6. Tools are to be used only for the purpose for which they are designed. If you are unsure of which tool to use to accomplish a task, consult with the Makerspace Coordinator before beginning work. Students are expected to have a general idea of the tools they may need for their project, which can be achieved through training.
7. If you are not sure how to operate any machinery check with the Makerspace Coordinator.
8. Read and follow all safety checklists posted on or near the various machines. This should be done before turning on the machine.
9. Do not leave a machine until it has come to a complete stop.
10. Students are not to attempt to perform repairs of any kind of shop equipment. All damaged or defective equipment must be reported immediately to the Makerspace Coordinator.
11. Only one person may operate a machine at a time.
12. Keep aisles clear and maintain unobstructed access to all exits, first aid kits, fire extinguishers, electrical panels, emergency showers and eyewash stations. Take note of their location in the shop areas.
13. Keep floors free of loose tools, oil, grease or any other type of liquid. Spills should be cleaned immediately if the student is trained to do so. Otherwise, the incident must be reported to the Makerspace immediately.
14. Keep the floor clear of metal chips and scrap pieces. Put them in the trash containers or the scrap metal bins.

4.3. Clothing Requirements

1. Any clothing, jewelry (e.g. rings, watches, dangling earrings, bracelets, necklaces, etc.), earphone cords (e.g. iPods, etc.) or other items that could become entangled in moving machinery is prohibited.
2. Makerspace users must at minimum wear closed toe shoes that completely enclose their feet.
3. Long hair (i.e. exceeding shoulder length) must be adequately restrained to prevent becoming entangled in moving machinery.

5. Safety Training

5.1. Overview

Students who wish to use the Makerspace must complete an online training process (including quiz), followed by an in-person training of the equipment in the Makerspace. Once the training process is complete, students are expected to sign a Thode Makerspace Training Card. Only on verification of the Card will students be allowed to use the required equipment at the Makerspace.

If the student wishes to only use specific equipment at the Makerspace, it can be arranged such that they are trained on that equipment only. This will reflect on their Training Card, which will ensure that equipment is not used without training.

5.2. Safety Requirements

In addition to following all the safety requirements outlined in the online safety training module and in-person training sessions, students are expected to work in compliance with all applicable codes, standards and best practices. Resources included but are not limited to:

McMaster University RMM #317 - Machine Shop Safety Program

McMaster University RMM #300 - Safety Training and Orientation Program

McMaster University RMM #301 - Standard Operating Procedures Program

McMaster University RMM #310,311,312,313,403 - Personal Protective Equipment Program

McMaster University RMM #501 - Hazardous Materials Management Systems including WHIMS

McMaster University RMM #201 - Hot Work Program

McMaster University RMM #403 – Noise Control and Hearing Preservation Program

McMaster University Violence in the Workplace Policy

McMaster University Policy on Discrimination and Harassment: Prevention and Response

Ontario Occupational Health and Safety Act

Ontario Fire Code

6. Code of Conduct

6.1. Personal conduct

The Makerspace is open to all McMaster students, staff, and faculty. All are welcome, whether experienced makers or just curious. As a making community, we tolerate no inappropriate behaviours or harassment.

Harassment includes offensive verbal comments related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or religion. Harassment also includes sexual images in public spaces, deliberate intimidation, verbal or physical threats, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention. Anyone asked to stop any harassing behaviour is expected to comply immediately.

We are here to learn as a community. Asking and answering questions is part of the maker culture, and everyone has something to learn and to contribute. Please ask and answer questions with respect and generosity.

The staff of the Makerspace and Thode Library are here to help and to keep the space welcoming. Please respect them always.

6.2. Respecting the space

The Makerspace is for making. It is not to be used as a general study space.

Any damaged equipment must be reported to the Makerspace Coordinator. Replacement fees may be applied.

When you finish your time in the Makerspace, please leave it clean for the next user. We provide wipes, a vacuum cleaner, and other cleaning supplies.

6.3. Enforcement

Anyone found in violation of any part of the Makerspace Policies and/or Code of Conduct is expected to comply immediately when asked. Repeated violations are grounds for banishment from the Makerspace and possible University disciplinary action.

Thode Makerspace Training Card

Makerspace Training Card – Proof of Completion

Individuals who wish to use Thode Makerspace must complete online training on Avenue2Learn (including quizzes), followed by in-person training. In-person training is to be done on location in Makerspace under the supervision of the Makerspace Coordinator. During the in-person training, individuals will be given a physical, business card sized Makerspace Training Card to be signed by the Makerspace Coordinator once the in-person training component is completed; individuals will have to have this card with them during every subsequent visit to Thode Makerspace. Only after verification of completed equipment training denoted by signature on the Makerspace Training Card will individuals be allowed to use the equipment. If the individual wishes to only use specific equipment in Thode Makerspace, it can be arranged that they are trained on that specific equipment only; this will be reflected on their Makerspace Training Card. The Makerspace Training Card will ensure that equipment is not used without the completion of mandatory training.