



# Thode Makerspace

Operations Manual

Code of Conduct

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### 1. Purpose

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

Thode Makerspace is a place for the McMaster Community including students, faculty, and staff from all academic and technical backgrounds to undertake experiential learning through hands-on activities that encourage collaboration and creative thinking. As such, this document was written to help ensure that the vision of experiential learning is maintained and that it is done so equitably and safely.

## 2. Operating Committee

- **Anne Pottier**  
Associate University Librarian
- **Ann Pearce**  
Manager, Thode Library & Thode Makerspace
- **Brittany Sostar**  
Thode Makerspace Coordinator

## 3. Thode Makerspace Hours

Hours are subject to change, for the most up-to-date information please see our webpage. Thode Makerspace hours can be found on our web page here: [Thode Makerspace Hours Webpage](#)

## 4. Thode Makerspace Code of Conduct

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

### 4.1. General Rules

1. Thode Makerspace facilities may not be used unless the Makerspace Coordinator (or other trained Makerspace staff) is present.
2. No food is allowed in Thode 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 an [Incident Report Form](#) must be filled out.
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 Thode 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 Makerspace 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 Thode Makerspace, will be reported to McMaster Security.

## **4.2. Safety Rules**

1. Before using certain Thode Makerspace equipment, 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 this equipment in the Thode Makerspace.
2. Relevant PPE (Personal Protective Equipment) must be worn with the perspective equipment as outlined in the Safety training modules. PPE is available for use by anyone at any time in Thode Makerspace, please consult the Makerspace Coordinator if you cannot find the PPE you require.
3. 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.
4. It is recommended that cell phones and other electronic devices are turned off. Please respect your fellow students and users who use Makerspace and the space within the library. It is a shared space in which others use for studying or who need a space to focus on their assignments. Please use cell phones outside of the building.
5. 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. Please ensure tools are returned to their original drawers or location to avoid tripping hazards.
6. If you are not sure how to operate any machinery check with the Makerspace Coordinator.
7. Read and follow all safety checklists posted on or near the equipment or tools. This should be done before turning on the equipment or tool. Always ask if you need assistance. We're here to help you.
8. 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 on Thode Makerspace 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 the exit, the first aid kit, fire extinguishers, electrical panels, emergency electrical stop button, and eyewash stations. Take note of their location in Thode Makerspace.
13. Please inform Thode Makerspace Staff of any oil, grease, or any other spills. Spills should be reported and cleaned immediately.
14. Keep the floor clear of any debris including metal chips, saw dust, scrap materials. Please dispose of debris and scrap material properly. Please ask Thode Makerspace Staff if you need help disposing of debris or scrap materials.

### **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. Long hair (i.e. exceeding shoulder length) must be restrained to prevent becoming entangled in moving machinery.
3. Makerspace users must at minimum wear closed toe shoes that completely enclose their feet and be wearing full-length pants that cover the entire leg, leaving no exposed skin.

## **5. Safety Training**

### **5.1. Overview**

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 Safety Passport to be signed by the Makerspace Coordinator once the in-person training component is completed; individuals must have this card with them during every subsequent visit to Thode Makerspace. Only after verification of completed equipment training denoted by the signature of the Makerspace Coordinator on the Makerspace Safety Passport 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 Safety Passport. The Makerspace Safety Passport will ensure that equipment is not used without the completion of mandatory 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 - Eye Protection Program](#)

[McMaster University RMM #311 - Respiratory Protection Program](#)

[McMaster University RMM #312 - Foot Protection Program](#)

[McMaster University RMM #313 - Head Protection Program](#)

[McMaster University RMM #403 - Noise Control and Hearing Program](#)

[McMaster University RMM #501 - Hazardous Materials Management Systems including WHIMS](#)

[McMaster University RMM #201 - Hot Work 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

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

## **6.2. Housekeeping**

Thode Makerspace is for making. It is not to be used as a general study space. There are many study spaces within Thode Library you can go to for either quiet or group study.

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

When you finish your time in Thode Makerspace please leave it clean for the next user. Please ask the Makerspace staff for any assistance or cleaning materials.

## **6.3. Enforcement**

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