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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 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

- **Anne Pottier**  
  Associate University Librarian
- **Ann Pearce**  
  Manager, Thode Library
- **Chris McAllister**  
  Associate Director, Library Computing & Campus Classroom Technologies
- **Dr. Colin McDonald**  
  Director, Engineering 1 Program
- **Thode Makerspace Coordinator**  
  Engineering Co-op Student

3. Makerspace Hours

   Monday to Thursday – 12:00 pm to 8:00 pm.
   Friday – 9:00 am to 5:00 pm

Exceptions are:
   1- First week of September and January
   2- Reading Week
   3- Exam Time

In which the hours will be from 9:00 AM to 4:00 PM
In the hours mentioned above, majority of the time is allotted for drop-in use of the Makerspace. The space can be booked for public events and workshops during the following times, from the Makerspace webpage: https://library.mcmaster.ca/forms/thode-makerspace-event-booking-form

**Between 6:00 pm to 8:00 pm; no more than two events per week.**

However, if the Space needs to be booked outside the above hours, a request can be made using the following form: https://www.surveymonkey.com/r/thodemkrpace

The booking form must be submitted a minimum of three weeks before the booking date to be considered. The acceptance of this form is under the discretion of the Makerspace Coordinator.

4. **Makerspace Code of Conduct**

Safety is a paramount concern at all times 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 to 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 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 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 two weeks, 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. Eye protection must be properly worn at all times by individuals in the Makerspace areas who are using the grinder, drill press, or any equipment that requires to do so as per the safety procedure. Safety glasses must still be worn when using face shields or welding helmets.
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 (e.g. when using hand grinders). 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 use 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 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.
10. Machine guards are to be in place and in use at all times when equipment is operating.
11. Do not leave a machine until it has come to a complete stop.
12. 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.
13. Only one person may operate a machine at a time.
14. 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 shops areas.
15. 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.
16. 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. Clothing that resists light cuts and does not melt when burned (e.g. cotton jeans, canvas pants) is preferred but not required (unless working with a heat source, Leggings and similar synthetic fabrics are discouraged due to combustibility concerns. Shorts should not be worn in the workshop or build space. Some exceptions may be made at the discretion of the Makerspace Coordinator.
3. Makerspace users must at minimum wear closed toe shoes that completely enclose their feet.
4. 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 Makerspace Safety Passport, as shown in Appendix A. Only on verification of the Passport 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 those equipment only. This will reflect on their Safety Passport, 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
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 or hangout space, nor to host events such as watching sports.

Breaking is part of making. If you break something, own up to it by letting staff know. In many cases, it will just mean that we need to restock that material. In some cases, we may assess fines, but these are reasonable and related to replacement costs.

Always leave the space cleaner than you found it. We provide wipes, a vacuum cleaner, and other cleaning supplies.

Be kind to work surfaces. Use one of the trays provided if your work will seriously mar or damage the wooden work surfaces.

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.
Appendix

Appendix A – Thode Makerspace Safety Passport

Thode Makerspace

SAFETY PASSPORT

This is an official document stating that the student has had proper safety training on the equipment in question to be used in the Makerspace.

This document, in addition to a Student Card, must be presented to and verified by the Makerspace Coordinator to enable entry for any student in the Makerspace.

Student Name:  
Student Number:

<table>
<thead>
<tr>
<th>Training Description</th>
<th>Online orientation</th>
<th>In-person training</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Orientation (workplace safety, conduct)</td>
<td></td>
<td>Not required</td>
</tr>
<tr>
<td>3D Printer</td>
<td></td>
<td></td>
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<tr>
<td>Soldering Station</td>
<td></td>
<td></td>
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<tr>
<td>Bench grinder</td>
<td></td>
<td></td>
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<tr>
<td>Drill press</td>
<td></td>
<td></td>
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<tr>
<td>Power tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewing machine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>