

SEMS MAKERSPACE

Student workshop—Rules & Expectations

v2—issued 08/25



- NO access outside of advertised times Monday to Friday from 9am to 1pm and 2pm to 5pm. Check the access timetable for scheduled sessions and bookings. (on the website or by the doors)
- ALL workshop users must be orientated for Workshop access and complete the machine basics training for Machine shop access. Details are on the website or speak with a Technician.
- NO food or drink in the workshop Water bottles are allowed in the breakout / changing area.
- NO Headphones (unless it is for a digital audio project, with Technicians permission).
- NO tools or equipment are allowed to leave the Makerspace.



must be worn

in this area

Protective Clothing must be worn in this area:

- **Eye protection -** Over-specs are provided. If they do not fit, speak with a Technician.
- Safety shoes Sizes 3 to 13 are available in the breakout zone. Please use the cleaning spray.
- **Apron or Lab coat** located by the main workshop door.
- Workshop users MUST tie-up loose hair and secure baggy clothing. Hair ties are available.
- Workshop users MUST remove any accessories on the hands wrists or fingers, if possible. Any items for religious reasons, please make a Technician aware before starting work.



- Safe operating capacity is 35 students, maximum capacity is 40 people. Check apron numbers on arrival. If there is no aprons available then we are at capacity. Check with a Technician for support.
- Personal Items (coat, bag, shoes) must be stored in the pigeonholes in the breakout zone or under your workstation. Keep the breakout tables clear for other users.
- Workshop users are allowed personal electronics in the workshop (Phones, tablets, Laptops), but it is **AT YOUR OWN RISK**. Try and keep electronic device usage work related.
- Waste materials must be disposed of using the Waste management system (Check the posters near the bins for details).

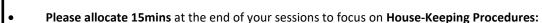


DANGER

Moving

machinery

- Any projects left out after your session or overnight (for gluing or drying purposes) will need technician approval first or they will be removed, dismantled or destroyed.
- Controlled equipment (Power tools & Sharps) are available for sign-out via the Technician office. Workshop users will need establish competency or may be questioned to operate the equipment. Demonstrations and instructions are available on request.
- You are responsible for signed out equipment, please use it as instructed or designed. On completion of your work please sign back in any controlled equipment to the office.



- 1) Put any hand tools away on the tool trolly.
- 2) Sign back in any controlled equipment (back to the technician office).
- 3) Follow the Waste Management procedures.
- 4) Clean and Clear your workstation.
- 5) Place all PPE back into is original location when leaving.



reported

Accidents must be

- Please report any and all accidents and incidents to a technician on duty immediately.
 - This includes, but not limited to:
 - First aid incidents and pre-existing injuries
 - Deployment of the Emergency stop system (Workshop & Machine shop).
 - Any Spills and use of the Spill kits / spill containment.
- Please refer to the Emergency Plan poster for detail information about Makerspace procedures.