



Makerspace Safety, Rules, and Regulations

The SGEI Makerspace aims to create an inspiring, positive, welcoming environment for all Students, Staff, and the Public. For your, and everyone’s safety, please read the risks and our regulations regarding the equipment below.

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General rules

- No Running in the Makerspace.
- Closed toe shoes must be always worn in the space.
- Long hair must be tied up and jewelry must be taken off when using the machines in the space.
- Use the correct PPE for each machine if specified.
- **NO FOOD OR DRINKS.** Bottled water or other closed lid containers are allowed in the space, but must be kept away from all equipment.
- Please do not move, pick up, or handle equipment without staff assistance.
- Machines with Red Dots are only available to Staff or Trained Makers, do not touch or handle the machine if you are neither.
- If a machine is making strange noises, is smoking, or stops working, inform staff immediately. Do not use a machine with an "Out of Order" sign.
- If you can't reach an object, ask for assistance. Do not attempt to grab out of reach objects without a ladder.
- Respect everyone in the space, **no Rough Housing.**
- Do not take, change, or deconstruct projects you do not own unless proof of permission is shown by the owner.
- Clean up space and return materials and equipment after use.

General information

Please read our Policies regarding Storage, Suspensions, Emergency Information and machines in the space.

Children 15 and younger must be accompanied by an adult. Makers 12+ are eligible for training on all machines.

You must be a member of the Makerspace and have had training on the machine you would like to use. Everything else in the Makerspace is available for public use. If there are any concerns about using a product, please ask staff for assistance.

Headphones for the TriCaster and computers are available upon request.

If a tool or machine is broken, please inform staff immediately.

If you have a project at home you would like to finish or work on in the Makerspace, send us an email to see if we have the space or machines available.

Emergency Information

If you have any questions or would like to book the space, contact us! Phone: 1(807)274-2796 ext. 1260
Email: makerspace@7generations.org

Storage

The Makerspace will not keep projects for more than 10 business days. Abandoned projects will be broken down and recycled to make room for other projects. If you plan on leaving projects here for any length of time, please arrange pick up or book storage with us.

You can book storage space directly with staff or submit a form online. This is to ensure that projects will not be touched or broken down.

We will contact you before the 10 business days are up to confirm you still wish to hold the project in the Makerspace. If a project is left in the space without informing staff about it, it will be set aside and kept for a week before being recycled. If you forgot a project or item, please call us so that we can set it aside for later pickup.

Items like sweaters, water bottles, or other personal items will be placed in our lost and found bin located beside the Makerspace's library door.

Bans, Suspensions and Warnings

Our Makerspace works on a 3-strike rule. First is a warning, second is a temporary suspension, third is a permanent ban.

Purposefully or consistently breaking rules will result in a warning and will be marked down on your Maker account.

After the second warning, depending on the severity of the situation, you may be asked to leave and not to return for X amount of days which is determined by staff. Suspension can last from a few days up to 30 days. You will be asked to leave if you attempt to enter the space while on suspension. If you continue to disregard our policies and are given another warning after a suspension, it will result in a ban from the space. If you demonstrate that you are a hazard or potential hazard to other Makers or equipment (i.e., Intoxicated, belligerent, hostile, etc.), or if Seven Generations Education Institute has barred you from entering the building, you will not be permitted to enter the space and will be given a suspension or ban depending on the severity.

If you are suspected to have stolen equipment without the knowledge or permission of the Makerspace staff, an investigation will be conducted and if you are confirmed to have taken equipment, you will be banned from the space.

If the ban is only related to the Makerspace, you can attempt to appeal it by meeting with the director of IT, Christine Woolsey and the Makerspace Assistant, Maggie LeMesurier to further discuss if you are ready to re-enter into the space.

Machines

3D Printers

Our safety policy for using the 3D printer is discussed during training, but for non-members or untrained makers, please follow these safety rules and precautions:

- Never move or handle the 3D Printer while it is in use.
- Do not put your hand under the extruder while it is heating up or in use. Extruders can heat to over 200°C and can cause severe burns. **Do not touch the extruder.**
- Do not cancel or remove a print that isn't yours.
- If the print is looking weird, inappropriate or is spewing spaghetti filament, please inform staff.
- Inform staff immediately if you hear the machine making strange noises like clunking or grinding.

Laser Cutter

Our safety policy for using the Laser Cutter is discussed during training, but for non-members or untrained makers, please follow these safety rules and precautions:

- Do not touch or open the machine while it's in use.
- Do not remove scraps or material from the Laser Cutter unless the machine is complete/off.
- Do not remove the written manual, manual focus guide, Materials Safety sheet, Quick Reference sheet, or any other device/material located at the Laser cutter and its computer.
 - If there is a thumb drive in the computer, do not remove it, instead inform staff in case it is in use.
- If the machine catches fire or makes strange noises, please inform staff immediately.

Paper Cutter

Our safety policy for using the Paper Cutter is discussed during training, but for non-members or untrained makers, please follow these safety rules and precautions:

- Do not touch the blade or attempt to bypass the safety system.
- Do not remove key if the machine is on.
- Do not distract the person using the machine.
- Inform staff if the machine is unattended while on.

Book Binder/Glue Machine

Our safety policy for using the Glue Machine is discussed during training, but for non-members or untrained makers, please follow these safety rules and precautions:

- Do not touch the inside of the machine under any circumstance.
- Do not touch the screen on the machine if you are not using it.
- The glue machine can produce a faint, smelly odor which can cause nausea for some, please wear a mask when near it.
- If the machine is smoking, catches fire or makes strange noises, please inform staff immediately.

Technology Oculus Rift

The Oculus Rift is available for everyone but please be aware of the safety precautions that come with it:

- Do **NOT** use the Oculus Rift if you:
 - Have pre-existing Medical Conditions like:
 - Seizures
 - Heart Conditions
 - Epilepsy
 - Binocular vision abnormalities
 - Are impaired
 - Tired
 - Need sleep
 - Under the influence of alcohol or drugs
 - Hung-over
 - Experiencing or have digestive problems
 - Under emotional stress or anxiety
 - Suffering from cold, flu, headaches, migraines, or earaches as this can increase your susceptibility to adverse symptoms.
- Stop using the Oculus if you are experiencing:
 - Seizures
 - Loss of awareness
 - Eye strain
 - Eye or muscle twitching
 - Involuntary movements
 - Altered, blurred, or double vision or other visual abnormalities
 - Dizziness
 - Disorientation
 - Impaired balance
 - Impaired hand-eye coordination
 - Excessive sweating
 - Increased salivation
 - Nausea
 - Light-headedness
 - Discomfort or pain in the head or eyes
 - Drowsiness
 - Fatigue
 - Any symptoms like motion sickness
- Make sure you have two arms length away from everything around you to avoid collisions.
- Mind the chord and ensure you cannot tangle up in it.
- Make sure the VR Helmet is clean before putting it on. After use, inform staff.
- **DO NOT WALK AROUND WHILE WEARING THE VR HEADSET.**

Computers

The computers are available for everyone but please be aware of the rules associated with them:

- Do **NOT** download or run programs from sites you are unfamiliar with/are not approved of. Doing this may result in a virus or Malware infecting the computer which can damage it. If you need something downloaded, check with staff first so they can approve of it. **Knowingly downloading a virus/malware will result in a ban from the Makerspace.**
- Do not unplug anything from the computer unless it is something you plugged into it.
- If anything is not working (keyboards, mouse, monitors, programs, etc.), please ask staff for assistance.
- Please recognize that if you save anything on the computer and leave without saving it to external storage like a thumb drive or external hard drive, those files may be modified, edited, or deleted. Be sure to bring an external storage device with you to avoid this.
- Make sure to sign out of your accounts and don't save passwords on the machine. Doing so may result in unwanted users using/logging in to your account.
- **DO NOT EAT OR DRINK AT THE COMPUTERS**

TriCaster

The TriCaster is available for everyone but please be aware of the rules associated with them:

- Please wear headphones while using the machine. (Headphones available upon request)
- Do not unplug things unless you plugged it in or know how to use the machine.
- Please recognize that if you save anything on the TriCaster and leave without saving it to an external storage like a thumb drive or external hard drive, those files may be modified, edited, or deleted. Be sure to bring an external storage device with you to avoid this.
- Make sure to sign out of your accounts and don't save passwords on the machine. Doing so may result in unwanted users using/logging in to your account.

Consoles

Consoles are available to everyone but please be aware of the rules associated with them:

- Games must be rated E – T, games rated M+ are not allowed in the space.
- If you have your own games, feel free to bring them in to play if they follow the rule above.
- Controllers must be sanitized after use, inform staff when done, or bring your own.
- Do not download games or switch to your personal account without asking Makerspace staff for permission.
- Do not throw, damage or be rough with the controllers. Failure to take care of the controllers will result in a suspension or ban from the space.

By signing your name and accepting our regulations, you acknowledge the safety risks of the equipment you are using and the general rules of the SGEI Makerspace. We are not liable for injury that may occur if the rules are neglected.

