



# 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 worn in the space at all times.
- Long hair must be tied up and jewelry must be taken off when using machines in the space.
- Use the correct PPE for each machine if specified.
- **NO FOOD OR DRINKS.** Bottled water is allowed but must be kept away from machines.
- **NO ALCOHOL OR DRUGS.** Please be aware that alcohol or drugs will not be tolerated in the Makerspace. Those who are found in possession of either or is intoxicated will be asked to leave.
- Please do not move, pick up, or handle equipment without staff assistance.
- Machines with Red Dots are only usable by Staff or Trained Makers, do not touch or handle the machine if you are neither.
- If a machine is making unusual noises, appears damaged, 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.
- 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.
- Please follow the 7 grandfather teachings while in the space:
  - o Respect the space and the people in it, no Rough Housing.
  - o Show Love towards your creations and others, please do not spread hate towards others.
  - o Show Humility and Honesty by informing staff of damaged or misused equipment, our goal is to keep everyone safe in the makerspace, including you!
  - o Be Brave when it comes to new tasks and don't be afraid to start something new or unfamiliar. Don't give up!
  - o Share your Wisdom with others – everyone is on their own creative journey and advice is always welcome.
  - o Be Truthful to yourself and do what you want to do. The Makerspace is your space.

# General information

Children 8 and younger must be accompanied by an adult unless signed up for an event.

Machines marked with a red dot are only usable by Trained Makers and Staff. Training can be booked with the Makerspace Assistant and once training is received, you will be added to our list of confirmed trainees. Machines without a red dot are available for public use. If there are any concerns about using a machine, please ask staff for assistance.

Children under the age of 12 must have a parent/guardian present to receive training on the machines, and to use after training. Children 12-15 are eligible for training without a parent/guardian, but will require staff supervision/assistance while using the machine, and parent/guardian approval. Children 16+ do not require a parent/guardian or staff assistance for training and machine use.

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

Makers are always welcome to come in and use the space for personal projects and accept walk ins. If you're concerned about availability, you can call or email the Makerspace Assistant to inquire:

Fort Frances: Maggie LeMesurier Phone: 1(807)274-2796 ext. 1260 Email: makerspace@7generations.org

Kenora: Denise Brough Phone: 1(807)468-3096 Email: deniseb@7generations.org

# Emergency Information

**Fort Frances:** In case of a fire, please refer to the fire escape plan located beside the exit door in the Makerspace. Leave out the exit door and make an immediate right down the hall where you'll find a stairwell on your right, go down the stairs and to your left will be a door to the outside. Exit the building and make your way around the building to the "Muster Point" beside the flag pole.

**Kenora:** In case of a fire, please refer to the fire escape plan located beside the exit door in the Makerspace. Leave out of the exit door and make a left through the secondary doors. Make an immediate right down the hall towards the exit door. Once outside, make your way to the flag pole.

## Bans, Suspensions and Warnings

Our Makerspace uses 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 in our Maker database.

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.

Bans can also be given if you have been taking objects and machines that cannot leave the space without permission and not returning them, if you are considered hazardous to other Makers or Machines, or if SGEI has banned you from entering the building for other reasons. If the ban only relates to the Makerspace, you can attempt to appeal the ban by meeting with the director of IT, Christine Woosley and/or the Makerspace Assistant, Maggie LeMesurier. They will decide if you are able to re-enter the space.

## Machines

### 3D Printers

Safety 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 filament, please inform staff.
- Inform staff immediately if the machine is making clunking or dragging noise.

### 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 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.
- Do not use non-paper materials in the machine as it could damage the blade.
- Inform staff if the machine is unattended while on.

## Book Binder/Glue Machine

Safety 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 if it's ON or OFF.
- Do not touch the screen on the machine if you are not using it.
- The glue machine can produce a faint, smelly odour 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 cord 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 other sites you don't know/are not approved of. Doing this may result in a Virus or Malware infecting the computer which will 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 inform staff.
- Please recognize that if you save anything on the computer and leave without saving it to an external storage, those files may be modified, edited, or deleted. Be sure to bring a thumbdrive 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.
- 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 computer and leave without saving it to an external storage, those files may be modified, edited, or deleted. Be sure to bring a thumbdrive 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 as long as they follow the rule above.
- Controllers must be sanitized after use, inform staff when done.
- 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.

# Waivers

## Informed Consent and Acknowledgement

I hereby give my approval for my, or my child's participation in any and all activities, training and/or machine use prepared by Seven Generations Education Institute while within the Makerspace. In exchange for the acceptance of said participant's candidacy by Seven Generations Education Institute, I assume all risk and hazards incidental to the conduct of the activities, training and/or machine use, and release, absolve and hold harmless Seven Generations Education Institute and all its respective officers, agents, and representatives from any and all liability for injuries to said participant arising out of traveling to, participating in, or returning from Makerspace sessions.

In case of injury to said participant, I hereby waive all claims against Seven Generations Education Institute including all staff and affiliates, all participants, sponsoring agencies, advertisers, and, if applicable, owners and lessors of premises used to conduct the event. There is a risk of being injured that is inherent in all craft or machine related activities. Some of these injuries include, but are not limited to, the risk of burns, electrocution, pinching, loss of limb or death.

## Medical Release and Authorization

As the participant, or the Parent and/or Guardian of the named participant, I hereby authorize the diagnosis and treatment by a qualified and licensed medical professional, of the participant, in the event of a medical emergency, which in the opinion of the attending medical professional, requires immediate attention to prevent further endangerment of the participant's life, physical disfigurement, physical impairment, or other undue pain, suffering or discomfort, if delayed.

Permission is hereby granted to the attending physician to proceed with any medical or minor surgical treatment, x-ray examination and immunizations for the named participant. In the event of an emergency arising out of serious illness, the need for major surgery, or significant accidental injury, I understand that every attempt will be made by the attending physician to contact me, as the Parent and/or Guardian, in the most expeditious way possible. This authorization is granted only after a reasonable effort has been made to reach me. Permission is also granted to the Seven Generations Education Institute and its affiliates including Directors, Staff, and Volunteers to provide the needed emergency treatment prior to the participant's admission to the medical facility. Release authorized upon completion and agreement to the Makerspace Sign-In form. This release is authorized and executed of my own free will, with the sole purpose of authorizing medical treatment under emergency circumstances, for the protection of life and limb of the named participant, in my absence.

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.

Please write your full name:

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