



MSYK User Operations & Safety Policy

**Be a good person,
Always be safe,
See something, say something!**

Safety is a top priority at Makerspace YK! This document outlines the Operation and Safety policies and procedures for users of the Makerspace YK facility. Users include members, non-members and volunteers that use the Artspace, Hackspace/digital lab and the Wood Shop.

General Safety Policies & Procedures:

A. Signage

Members and all users of the facility must obey all posted signs and literature pertaining to safe use of our facilities. These obligations are minimum obligations, and you should always meet or exceed the base level of safe practices expected. Use common sense at all times with respect to safety, and diligently observe all policies and procedures which we may establish from time to time for the safe use of our facilities.

B. Personal Protective Equipment (PPE)

Users are required to wear the appropriate PPE required for the tools and equipment being used. We recommend that users have their own set of PPE; however, basic eye and hearing protection is available on a lending basis for drop-in use. This can be found at the shop entrance at the safety station.

The Woodshop has specific PPE requirements as listed below:

a. Mandatory PPE:

All users must wear

- i. Basic eye protection
- ii. Closed toe, sturdy shoes.

b. Recommended PPE:

- i. Ear protection
- ii. Skin covering (ex. Full length pants)
- iii. Steel Toes Shoes, Toe Caps lent out by Makerspace YK may also be available.



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- c. **Risk of entanglement should be minimized at all times. This includes:**
 - i. Avoiding loose clothing, scarves, ties or dangling objects that can be caught by machines with rotating parts;
 - ii. Tying back long hair;
 - iii. Removing all long, dangling jewelry and rings.
- d. **In some cases specific tools will require additional PPE.** Please refer to the Tool Safety Card and/or the Safety/Warning label on the tool/equipment to ensure you are wearing appropriate PPE.

Hackspace/Digital Lab specific PPE requirements are listed below:

- e. **Mandatory PPE:**
 - i. Safety glasses for soldering.
- f. In some cases specific tools will require additional PPE. Please refer to the Tool Safety Card and/or the Safety/Warning label on the tool/equipment to ensure you are wearing appropriate PPE.

C. Orientation and Training

Orientation is required prior to use of any tools, equipment or machinery at Makerspace YK. All users must complete the relevant Beginner Orientation to have access to the digital lab and/or woodshop.

Specialized Tools: Many tools in the woodshop and Hackspace/digital lab require special training in order to use the tool properly and safely. No user without training or proven experience on these tools shall be allowed to use them. Makerspace YK shall run regular (or upon request) training sessions for public specialized tools. Upon completing training the user will be listed as a certified user of the specific tool. This will also be updated on their "Training Card".

If you haven't used the shop and/or digital lab tools and equipment for more than 1 year, Makerspace YK strongly recommends that you retake the relevant orientation(s).

Further information on the tools/equipment that need additional training can be found online at: <https://www.makerspaceyk.com/training>

D. Keeping Spaces Clean and Organized

Maintain a clean and clutter free workspace, dispose of all waste properly and return all tools to their dedicated storage location when finished with work.

E. Unacceptable and Dangerous Behaviour

Serious issues, including violence, threats of violence, performance of illegal activities at the space, or performance of illegal activities using the facilities will result in an immediate suspension of user access and/or membership privileges.



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Other issues may result in a warning on first occurrence. Subsequent occurrences may be cause for suspension of user access and/or membership privileges:

- a. Harassment of members, guests, or neighbors
- b. Use of alcohol, tobacco, vapes or controlled substances within the facility.
- c. Vandalism
- d. Damage to property
- e. Unauthorized use of tools and equipment
- f. Rough-housing and horseplay
- g. Theft
- h. Physical altercation of facility or equipment
- i. Violation of woodshop and/or digital lab safety rules
- j. Violation of group policies and procedures (Community Guidelines)
- k. Allowing guests/non-members to use tools

Any conduct that the Makerspace YK determines to be offensive will be addressed as necessary. Pay attention to and promptly follow any instructions from the Wood Shop/Digital Lab Manager, Makerspace YK staff, and/or volunteers. Makerspace YK staff, officers and volunteers may escort any member and/or non-member off the site if they are violating these guidelines and policies.

F. Temporary Storage

Currently Makerspace YK does not offer long term storage for projects, regardless of membership level. Temporary storage is only allowed with the express consent of the Makerspace YK Shop and/or Hackspace Manager. Users shall clearly label all personal materials and projects in the facility with the User's full name, phone number, and projected move date.

If projects have not been removed after the projected move date, Makerspace YK will notify the User. If there is no response and/or action **1 week** after the notification is sent out, Makerspace YK has the right to dispose of the stored item/material/project by any means necessary.

Makerspace YK is not responsible for any damage to projects or material stored in the facility. The User understands that spaces may be reserved for workshops from time to time. Users shall comply with restricted availability when necessary.

Equipment Safety & Use

A. General Tool/Equipment Use

Do not use any tools, equipment or machinery if you are not trained, certified and comfortable with that piece of equipment. The operation of tools, equipment and machinery is at your own risk.



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If you have any questions about how to use our equipment, always ask for help from the Shop and/or Hackspace manager, MSYK staff, or a trained volunteer.

Users using any equipment, machines, shops in the facility, tools, or other equipment in the facility shall leave all such tools, equipment and machinery in the proper storage condition, at least the way it was found if not better (i.e.: clean up all messes, store the tools in their proper location, make sure all lock and safety features are activated before leaving the tool unattended).

G. Tool Safety Cards and Safe Operating Procedures

Always follow the information on the Tool Safety Cards and the Safe Operating Procedures (SOP's) for each tool. Safe Operating Procedures for tools and equipment at Makerspace YK can be found in the Wood Shop, Hackspace/digital lab OR online in the **"Safety"** section of our **"Resource Toolbox"** at: <https://www.makerspaceyk.com/resources>.

H. Tool/Equipment Malfunction and Repairs

Report any malfunctioning equipment to Makerspace YK staff immediately and immediately stop using any equipment that is not functioning properly. Do not try to repair any malfunctioning tools/equipment at Makerspace YK. Do not use any piece of equipment tagged "Out Of Service (OOS)".

I. "Area Safety" Equipment

There are many types of tools that generate projectiles or create a risk of injury to other users in the space. All users should ensure that when working their work space is safe for them and for other users in the space. Users should alert other users about tool use that could result in projectiles, noise, light or any other personal impacts BEFORE tool use begins and try to minimize impact to other members in any way possible. Users moving large, heavy or dangerous projects or tools through the space should alert other users about potential risks BEFORE the move begins. Better still, ask for help!

J. Spark, flash or high heat generating tools

Members using spark, flash or high heat generating tools should wear additional personal safety equipment including specialized eye protection, gloves, cotton/leather clothing, closed toe shoes. All metal jewelry should be removed and members should be aware of conductive materials in their clothing that could be a spark risk. All spark or flash generating tools should be properly masked (by flash screens etc) from other members to minimize line-of-sight eye and projectile injury.





Accidents, Injuries and Emergencies

Please refer to the ***"Makerspace YK Safety Layout"*** to see location of all emergency and fire exits, fire alarms and extinguishers.

A. In Case of Emergency

First aid kits, fire extinguishers and eye wash stations are found throughout the Makerspace YK, familiarize yourself with their location. **In the event of an emergency or for immediate medical attention call 911.**

B. Injuries, Accidents and Near Misses

If an injury occurs, notify Makerspace staff or a volunteer as soon as possible. An Incident Report must be completed within 24 hours and filed with Makerspace YK staff and/or a volunteer. Accident reports are located at the Safety station at the Wood Shop entrance and in the Artspace office.

C. Fire

Alert others in the space by shouting FIRE, FIRE, FIRE. Pull the nearest Fire Alarm. Use fire extinguishers that are placed around the lab for small, localized fires. If this does not extinguish the fire, exit the building immediately and call 911.

After evacuating the building, meet at the Muster Point in the CBC Parking Lot across Forrest Drive.

D. Gas and Carbon Monoxide Leaks

If a gas or carbon monoxide leak is detected, the following steps must be executed as quickly as possible:

- Alert all other members and guests within the Makerspace YK facilities of the leak and that they should leave the facilities immediately.
- Turn off all spark or fire generating tools
- Turn off all electrical tools
- Open doors
- Call Emergency Services at 911
- After evacuating the building, meet at the Muster Point in the CBC Parking Lot across Forrest Drive.
- Check if anyone show signs of gas / carbon monoxide poisoning (ex. headache, dizziness, nausea, shortness of breath, weakness, confusion)



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Materials, Adhesives, Paints and Chemicals

A. Materials at Makerspace YK

At times there may be materials for purchase available at Makerspace YK. Please confirm with staff before using any materials at our facilities. Materials costs are not included in any of our drop-in session rates and/or memberships. For personal projects, users are expected to cover the cost of materials.

For certain workshops, material costs will be included. This information will be communicated in the relevant workshop registration.

B. Bringing your Own Materials

Users can bring new material to use for projects. Reclaimed or upcycled materials can only be used after inspection and approval by the Shop and/or Hackspace manager. User may be able to purchase materials offered through Makerspace YK (if available).

Please consult Makerspace YK staff before using:

- Treated wood products
Pre-painted/stained materials
- Reclaimed / upcycled materials (ex.stuff from the dump.)
- Metal
- Plastics (all types), composite materials
- Tile, concrete, glass, etc...

The following materials are NOT allowed at Makerspace YK

- Asbestos
- Lead Paint

To see a full list of approved materials please visit the **“Materials”** section of our **“Resource Toolbox”** online at: <https://www.makerspaceyk.com/resources>.

C. Disposal, Extra Materials (Scraps) and Material Donations

Users are responsible for taking care of the materials they bring in including the disposal of waste, off-cuts, and any left-over materials and items. Please consult with Makerspace YK staff if you would like to donate your materials to the scrap bin.

Scrap Bin: Users can use materials in the scrap bins for no-cost. However, we do have a sharing is caring policy. Be considerate when using materials from the scrap bin and don't use all the scrap material at once. If you find that you are using a lot of scrap material, consider donating more of your offcuts or new material for others to use.





D. **VOC's (Volatile Organic Compounds)**

VOC's are only allowed to be used in permitted areas at Makerspace YK: the outdoor area (deck) and in the labeled area of the Wood Shop under the fume hood. Use of VOC's in these areas is not guaranteed at all times and will depend on other programming. If you are asked by Makerspace YK staff or a volunteer to stop using a noxious or potentially harmful substance you must comply immediately. When using VOC's Makerspace YK highly recommends wearing the appropriate safety equipment (ex. Respirator mask). You are encouraged to seek out alternatives to the use of VOC's including hardware and other materials when possible.

If you have any questions regarding our safety policies or the safe use of our facilities, contact Makerspace YK staff at info@makerspaceyk.com.



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