



## **TechCreate Usage Policies**

The following policies are in place to ensure fair access for all members to our facilities. Failure to abide by these policies may result in termination of your membership or in the user being held responsible for replacement cost and labour cost of damaged TechCreate property.

- In order to access the TechCreate Makerspace and use our facilities, all users must first meet with our Instructor and complete an orientation in workshop and facility safety procedures. These orientations are scheduled on a regular basis.
- All users of the facility are responsible for their own safety. TechCreate will not be held liable or responsible for any injury sustained by using the Machine Room, the Laser Cutter, or any of the facilities or equipment of TechCreate.
- If at any time you notice machinery, equipment, and/or tools which are not functioning properly, stop using the malfunctioning equipment and contact Staff.
- When using any of the TechCreate machines or facilities, members must return machines and facility to the state they were found in (i.e. clean, fully assembled, in good working order, etc.).
- Reclaimed wood is only to be used in the facility after it has been made free of metal using a metal detector. If TechCreate user fails to remove all metal from wood, and the metal damages TechCreate blades or machines, the user will be liable for all costs (replacement and labour) associated with fixing the blade or machine and any resulting physical injuries. Please notify Staff of your intent to use reclaimed wood materials prior to bringing those materials into the facility. Under no circumstances can TechCreate user store any items in the shared space of the TechCreate without receiving prior consent.
- TechCreate is not responsible for any damage to projects or material stored in the facility.
- All members, users of the TechCreate, and workshop attendees are required to sign a Release of Liability Waiver before using any equipment, tools, or services in our facility.

### **Using TechCreate when Workshops are in Session**



- Equipment, machines, classroom space, and other areas may be reserved for classes. Check the online reservation calendar to determine availability ahead of time if you need a specific machine or work area.
- Tables marked as reserved for workshops are for the exclusive use of instructors and attendees beginning 30 minutes prior to the start of the workshop.
- Please be considerate and refrain from excessively noisy work (planning, jointing, grinding) during workshops or camps.
- Classes will receive priority on the Laser Cutter and the 3D Printer Farm.
- Classes will receive priority on using all equipment in the Machine Room.
- If you are on a deadline with a project, please speak with the instructor. We want you to finish your project and have the workshop be a success.

### **Facility Rules and Conduct**

1. Always wear proper eye and ear protection while in the Machine area. This applies regardless if you are working on machinery or not.
2. No member, user of the workshop, or workshop attendee may use any TechCreate equipment unless authorised to do so by successfully completing the induction course.
3. Only **authorised** TechCreate members are permitted in the workshops without prior permission and supervision. Keeping foot traffic to a minimum creates a safer and more comfortable working environment.
4. Never run any materials with metal or paint through any of the Machine Room machines.
5. No wet or green wood materials of any kind may be run through any of the Machine Room machines.
6. Replacement cost due to neglect by breaking TechCreate Rules will be the responsibility of the individual who caused the damage.
7. No pets allowed in any of the workshop areas.
8. Keep noise to a minimum.



9. Do not attempt to oil, clean, adjust or repair any machine while it is running. Do not perform any of these tasks unless you have the proper training and permissions to do so. Performing maintenance on moving machinery can lead to injury or death.
10. Never open any covers, casing, or shrouds while the machine is running.
11. Ensure that all machine guarding is in place and functioning properly. It is your duty to inform TechCreate staff if the guarding is damaged or malfunctioning. Malfunctioning guarding will not properly protect you and becomes a hazard itself.
12. Never leave machines running unattended. Others may not notice the machine is running and be injured by moving tooling.
13. Do not try to stop the machine with your hands or body. Stopping the machine with your body can result in entanglement, dismemberment or death. Always let moving parts come to a stop under their own power.
14. Always keep hands, hair, feet, etc. clear of all moving machinery at all times. All long hair must be tied back above shoulder height. Loose fitting clothes such as baggy sweatshirts or long sleeve shirts with loose cuffs should not be worn in the Machine room.
15. Double-check that all tooling and work pieces are properly supported and clamped prior to starting the machine.
16. Heavy or unwieldy work pieces often require special support structures or assistance from other members or a staff member. Always ask for help if you are unsure if your work piece requires additional support.
17. Remove chuck keys, wrenches and other tools from machines after making adjustments. Chuck keys left in the chuck when the machine turns on become dangerous flying objects.
18. Ask for help when moving awkward or heavy objects. This will protect you and those around you from injury.
19. Always deburr sharp edges of freshly cut stock. This includes the piece of stock that goes back in the stock rack. Eliminating burred edges minimizes the chances for personal injury and marring of precision machine surfaces.
20. Never start a conversation with someone who is using machinery. Always wait for them to complete their task before talking.

21. Never attempt to squeeze behind someone while they are using machinery. Always stop and wait for them to complete their task before passing.
22. Work at a pace that is comfortable for you. Rushing will compromise your safety and increases the chance of damaging equipment.
23. Listen to the machine(s) — if something does not sound right, shut it down. Often if the machine sounds abnormal to you, it likely is not operating properly. Inform TechCreate staff if you believe the machine to be operating abnormally.
24. If you do not know, or are unsure how to do something — ASK! Do not engage in any activity that you are not comfortable with. Trust your judgment. Check with TechCreate staff or another member who has more experience.
25. Every member is responsible for keeping their membership card secure. Immediately report the loss of keys or access cards to any TechCreate staff member. This will help us maintain security and ensure that no unauthorised person is using your card. There will be a €5 replacement fee for all lost or stolen cards.
26. You are responsible for cleaning up after each project. Sweeping, wiping down machines, and cleaning off tables shows respect for other members coming in after you.
27. Keep floors free of oil, grease or any other liquid. Members are responsible for keeping all work areas clean and free of debris.
28. Please clean up spilled liquids immediately to prevent slipping hazards.
29. All materials should be stored in such a way that they cannot become tripping hazards. Return all excess material to its proper storage place.
30. All hazardous materials and chemicals must be properly stored in the locked cabinet at all times when not in use. Prior permissions are required to use and house such materials.
31. Stay organised -putting tools away when not in use prevents loss and also makes them available to others.
32. Don't waste. Place all used scrap in marked containers.
33. All work should stop 15 minutes prior to the time you need to leave TechCreate. This will provide ample time to clean and replace tools for the next member.



## **Electronics, Computing, & Networking Policy**

You agree that when using electronic, computing, or network devices (“Services”) owned by TechCreate, that you will not:

1. Use the Services in connection with contests, pyramid schemes, chain letters, junk email, spamming or any duplicative or unsolicited messages (commercial or otherwise).
2. Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others.
3. Publish, post, upload, distribute or disseminate any inappropriate, profane, defamatory, obscene, indecent or unlawful topic, name, material or information on or through TechCreate Services.
4. Upload, or otherwise make available, files that contain images, photographs, software or other material protected by intellectual property laws, including, by way of example, and not as limitation, copyright or trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same.
5. Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret, or other proprietary right of any party.
6. Upload files that contain viruses, Trojan Horses, worms, time bombs, cancelbots, corrupted files, or any other similar software or programs that may damage the operation of another’s computer or property of another.
7. Download any file(s) that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and/or distributed in such manner.
8. Restrict or inhibit any other user from using and enjoying the Services.
9. Violate any code of conduct or other guidelines, which may be applicable for any particular Service.
10. Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party.
11. Violate any applicable laws or regulations by creating a false identity for the purpose of misleading others.



## **Personal Tools, Equipment, & Materials Policy**

Personal use tools, equipment, and materials are allowed to be brought into the TechCreate facility. Any personal tools must be checked in by TechCreate Staff to ensure safety and appropriateness.

All personal use equipment, tools, and materials must be CLEARLY labeled with your name, phone and email address.

Personal use tools, equipment, and/or materials may not be used by other members without the express permission of the owner.

Any and all personal use tools, equipment, and materials must leave with the owner, unless otherwise permitted, or be secured in a private storage location.

TechCreate is not responsible for lost or stolen tools, equipment, or materials.