



ANU MakerSpace New Member Induction & User Agreement

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Instagram: <https://www.instagram.com/anumakerspace/>
Facebook: <https://www.facebook.com/anumakerspace/>
Slack: <https://join.slack.com/t/anumakerspace/signup>

Locations:

@Phys

ANU MakerSpace
Bldg 38, Science Rd,
The Australian National
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Acton ACT 2601
Australia

@SoAD

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Contents:

- 1 Introduction
- 2 Member Agreement
 - 2.1 Culture
 - Member Access
 - Diversity Statement
 - Respect other people
 - Fair access
 - Respect the space
 - Respectful making
 - Compliance with Australia Law
 - 2.2 Safety
 - Understanding the safe use of equipment
 - Personal Protective Equipment
 - Space-specific restrictions
 - Eating or drinking in the space
 - Emergency evacuation
 - Fire Extinguishers + Emergency Stops
 - First Aid
 - 2.3 Additional Policies
 - 3D printing
 - Carvey CNC router
 - Trotec Laser



What Next?



1 Introduction

The ANU MakerSpace is a **network** of spaces across campus, with locations at Physics North, the School of Art & Design and Engineering. Our opening hours vary depending on the location and are advertised on our website and at our doors. Once you have completed a New Member induction, members will have card access to the MakerSpace doors during our opening hours. The MakerSpace is closed on public holidays and during university shut down periods.

The MakerSpace aims to provide staff and students alike with a space to work on design and fabrication related to their **education, research and hobbies**. It is a place for **collaboration**, and open to all on campus, where we recognise the importance of **learning by doing**.

The MakerSpace is only possible due to the help and support of our dedicated **mentor** network. These people volunteer time weekly to be in the space and offer assistance. Mentors are people who have shown a willingness to help others in the space and we're always looking for more people who can embody our culture and community.

The purpose of this document & accompanying induction is to outline the framework and processes required for the safe operation and use of the MakerSpace. Use of certain equipment in the space will require additional induction(s).

Access to the MakerSpace is a privilege, not a right, and is dependent on you abiding by the conditions laid out in this user agreement. If you are unsure of anything, please get in touch. We are not here to say *no*, but to find the best way to say *yes*.

We love hearing about projects taking place in the space so please share your successes and failures. Get involved, **be curious** and enjoy yourself.



2 Member Agreement

2.1 Culture

Member Access

Anyone at the ANU is welcome to join the MakerSpace community, and encourage others to become members of the network. **Everyone** must complete a New Member Induction before undertaking any activity in the space. We can arrange tours for non-ANU visitors by appointment.

Diversity Statement

When we say we are open to everyone at ANU, we don't just mean accessible. The ANU MakerSpace is committed to creating a **welcoming community** for people of all identities and an inclusive experience regardless of your making experience or race, gender, orientation, religion, and age. The MakerSpace staff are all committed to this and open to discussing any concerns you may have. Our Culture and Inclusion Officer is Saskia.

Respect other people

All makes and makers are equal in the ANU MakerSpace. We ask that you respect other people's opinions, backgrounds and their abilities. Be nice, support each other, share skills and expertise. If you see someone struggling, give them a hand. You will get the most out of the space if you take pride in helping others; such is the maker philosophy.

Fair access

Every member needs to have **fair access** to our resources (space, equipment and consumables). The MakerSpace is not a bookable space. Tools are accessed on a **first-come, first-served** basis. We ask you to limit your activities as necessary to allow other members to access resources, so please be understanding. When using digital fabrication tools please limit your usage to one machine per person. Under no circumstances should you terminate a job to prioritise your own work.

Respect the space

Please **respect the space, tools and materials** that have been generously supported by donations and by our respective Schools. Never work on the floor; place your bags/materials on the appropriate benches or lockers. Please leave things as you would hope to find them. Getting messy is fine but you must be aware of the impact to others and clean up afterwards.

Tools must remain in the space, in their appropriate homes. We all work together in order to maintain equipment. If you are using a tool that isn't working, please report it to MakerSpace staff. You will be guided in performing the maintenance needed.

We do not have space available for personal **storage**. You must take your projects with you. If you need to leave something in the space overnight, please speak to us so that we can ensure it does not get thrown out. Materials and models left in the space will be disposed of or treated as scrap.



We now keep a number of often sought materials on hand to sell through our online **store**. Please speak to us before you buy something so that we can ensure we have the stock/colour that you want.

Respectful making

You are responsible for everything you make in the MakerSpace. Some things are not suitable for making in the MakerSpace, and you should not make any project that could foreseeably cause harm or offence. Some examples of inappropriate projects include weapons or weapon replicas, toy guns, mounts for blades, or devices to fire projectiles. If you are ever unsure, please come and talk to MakerSpace staff.

Compliance with Australia Law

When using the MakerSpace, you agree to comply with all applicable Australian laws.

You must not, under any circumstance, make anything that could be mistaken as a weapon (**including an imitation firearm such as a toy gun**), as it is a criminal offence in the ACT to produce, use or possess an imitation firearm under the Firearms Act 1996.

If you create an imitation weapon or firearm, **the University must report the matter to the police and you will be denied access to the ANU MakerSpace.**

If you have a special project (such as a research project) please contact the ANU MakerSpace staff for further assistance.

2.2 Safety

We are all responsible for both our own safety and the safety of others around us. Our approach to safety is to trust and empower our members. We believe that no-one goes out of their way to get hurt or be unsafe, and that as a community of MakerSpace members we all care about each other and want each other to go home safely.

If you see someone doing something unsafe, feel free to have a conversation about other ways they could safely approach their task – this only shows that you care about them. If you are uncomfortable approaching them directly, or see someone maliciously misusing equipment or materials, you can let staff know directly or via email. Likewise, let us know if someone is violating the culture of the MakerSpace or making you feel unsafe or unwelcome. Reporting incidents and near misses, however minor, helps us run a safer MakerSpace.

Understanding the safe use of equipment

You MUST always read and follow the Safe Operating Procedure (SOP) associated with each tool. SOPs state known risks and hazards associated with equipment, as well as the personal protective equipment (PPE) required for operators and observers.

MakerSpace SOPs use a ‘traffic light’ system to indicate the level of risk and induction required for each piece of equipment. Even if you’ve been inducted, if you’re unsure or unfamiliar with any equipment don’t be afraid to ask – we’ll give you a refresher.

The table below indicates the available MakerSpace equipment and its traffic light rating.

GREEN <i>USE AS INSTRUCTED</i>	Members who have completed a basic makerspace induction, agreed to the user agreement, and been instructed how to use such equipment, may freely use these tools. Instruction may be delivered by inducted MakerSpace members. Follow SOPs closely when using green rated equipment.	Hand tools Blades Dremel Ultimaker printers Sewing machine Carvey CNC Soldering stations Badge Press Mayku Formbox Formtech Vacuum Former
ORANGE <i>FORMAL INDUCTION</i>	Each of these machines require an induction before you may use them. Speak to MakerSpace staff to arrange this.	Form 2
RED <i>FORMAL INDUCTION + SUPERVISION</i>	Members are not to use the equipment unless they are being directly supervised by MakerSpace staff or an appropriately trained mentor.	Trotec laser cutters Drill Press Tormach



Personal Protective Equipment

Closed toe shoes must always be worn in the ANU MakerSpace. You will be asked to leave if your footwear does not comply.

Space-specific restrictions

Certain tools/materials may not be allowed in each of our spaces due to site-specific restrictions (such as sanding in a space that lacks dust extraction). Please speak to us if you want to bring in your own tools, or about any activities you are unsure about.

Eating or drinking in the space

Every MakerSpace is a lab and workshop – they are not food-safe. NO food is to be consumed in the space. Some spaces have tea rooms attached, please keep them tidy. Sealed bottled water is OK, provided the lid is kept on.

Emergency evacuation

On hearing an evacuation alarm, members should stop what they are doing and exit the building towards the evacuation point. The fire wardens will let you know when it is safe to return.

Fire Extinguishers + Emergency Stops

Make yourself aware of the fire extinguisher and fire blanket in the room. The fire blanket can be used on small starting fires (less than A4 in size). You may use an extinguisher to fight a small established fire if it is safe to do so and you are accompanied by a colleague.

Take note of the manual fire alarm points and e-stops pointed out to you during your space induction.

First Aid

There is a first aid kit located in each MakerSpace. Injuries (beyond 2 bandaids) must be reported to a first aid officer. Signs in each space list our first aid officers and their phone extensions. AED devices are available across campus; your closest device will be pointed out in your induction. When using a campus phone, an initial 0 is required for an outside line (so for emergency services, 000 becomes 0-000).



2.3 Additional Policies

3D printing

General Rules:

- **Each member may only occupy one printer at a time.** Long prints should be started late in the day, or over the weekend.
- Up to 100g of PLA plastic filament is provided to each member to get them started with 3D printing – past this we ask that you purchase your own.
- We currently try to recycle as much PLA filament as possible. Please use the recycling bins provided. Note the colour coding and only recycle uncontaminated PLA (i.e nothing with glue/screws inside).
- Always check what filament is in the machine, never assume the material-type or who it belongs to. Likewise, you must name your filament. Unnamed filament is considered MakerSpace filament.
- BYO specialty filament (please discuss this with MakerSpace staff), no ABS.
- Formlabs resin is sold in the store. Please discuss the suitability of your project and arrange an induction with a MakerSpace staff member.

Soldering Station

- NEVER solder live equipment.
- Ensure fume extraction is on at wall.
- Only lead-free solder is provided in the space. If you're desperate for leaded solder, speak to staff. Poor soldering technique is not a good enough excuse.
- Working on projects directly powered by mains 240AC is prohibited in the MakerSpace. Only projects which operate below 60V are permitted in this space. Projects which use a power pack to provide a stepped down voltage from a 240V outlet are okay, as long as no work is done on the power pack itself and the output voltage is lower than 60V. Seek support from an authorised technician via MakerSpace staff if you're unsure whether your project is suitable.

Carvey CNC router

- BYO specialised router bits and materials. We can let you know where to get a supply.
- Soft metals, although approved in the machine's manual, are not suitable.

Trotec Laser

- Each member is limited to 1 hour per day unless prior approval has been given by MakerSpace staff.



What Next?

Once you have completed the New Member Induction, you can be inducted in multiple spaces and on our Orange and Red tools.

There is no one way to use the MakerSpace so the best way to get started is to find something you are interested in and pursue it.

Unsure where to look? We recommend browsing [instructables.com](https://www.instructables.com), flicking through our library of Make Magazine or asking someone else in the space what they have made.

If you want to learn how to 3D print, head to [thingiverse.com](https://www.thingiverse.com) and download a model, then come and speak to a staff member, mentor, or friendly face in the community to help you get started!