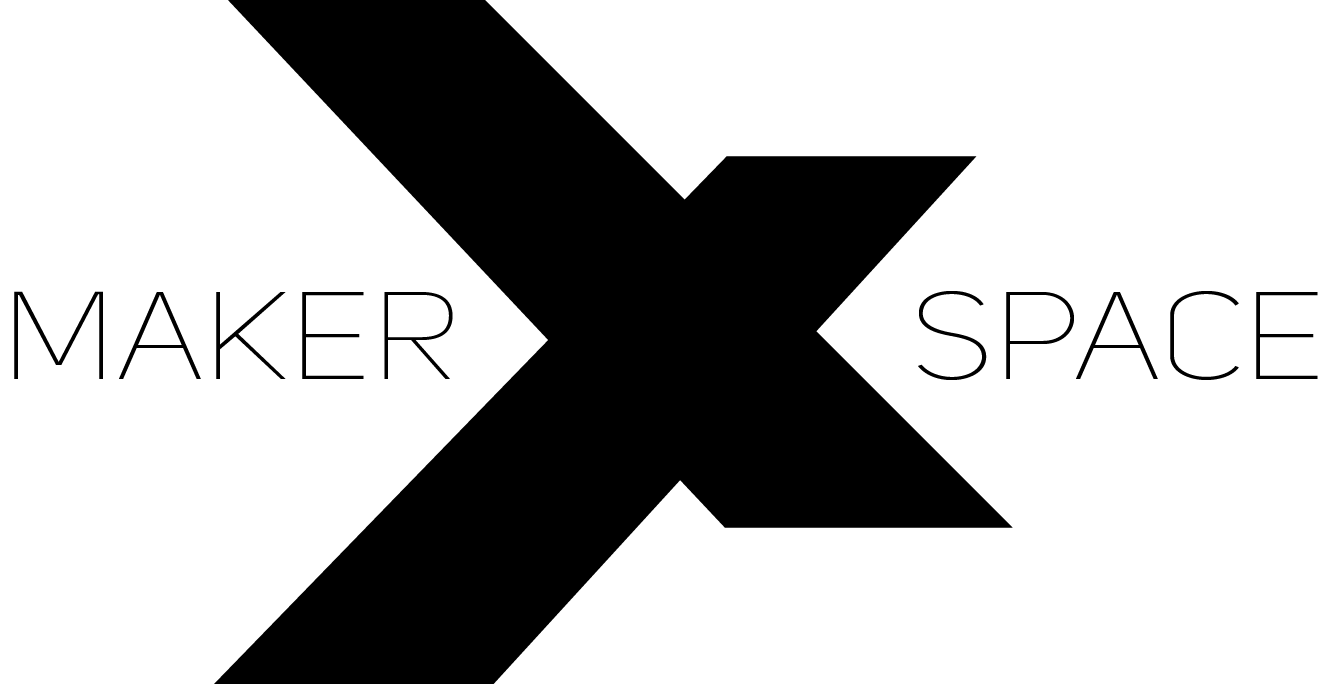
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**GIX MAKERSPACE**

**SAFETY & OPERATIONS GUIDE**

**OVERVIEW**

**INTRODUCTION**

The GIX Prototyping Labs (MKRSPC) provides students and members with a safe, well-equipped, and knowledgably staffed environment in which they can explore how traditional, contemporary, and emergent processes of making can inform and advance design.

**STAFF + ACCESS**

Kevin Arne karne@uw.edu

Bob Nesse nesser@uw.edu

The Prototyping Labs is open 10 am - 6 pm, Monday through Saturday, except for UW holidays. Tools In the open rooms (lasers, 3D printers, hand tools) may be used 24/7 by students.

**RULES**

1. Be safe.

2. Be respectful of other users.

3. Make cool stuff.

**PROPERTY DAMAGE & LOSS**

GIX will not be responsible for damage or loss of personal belongings, projects, or other materials left in the Prototyping Labs. Users are responsible to remove their belongings when they leave.

Any user is found responsible for causing intentional damage or loss to GIX, Prototyping Labs, or another user’s property may lose access to the Prototyping Labs.

**APPLICABLE LAW AND UNIVERSITY POLICIES**

Federal and Washington State laws, local regulations and UW policies, including the Student Conduct Code, Workplace Violence and Sexual Harassment policies, UW Computing policies, and other policies in the UW Policy Directory also apply within the GIX Prototyping Labs.

**STUDENT USE POLICY**

**MATERIALS**

The GIX Prototyping Labs provides a variety of supplies and material that may be used at no cost.

Users are responsible for supplying any materials or supplies they need beyond what is provided in the Prototyping Labs using project budgets or their own funds.

Self-sourced materials must be approved by the Prototyping Labs staff.

**ACADEMIC USE**

The primary mission of the Prototyping Labs and its staff is to serve the academic needs of the GIX community. Students, staff, and faculty may use the Prototyping Labs for academically relevant work and projects.

Materials and supplies provided by GIX for academic work should not be used for non-academic personal projects. Consult with the staff if you have questions about how the academic use policy applies to your project.

**COMMERICAL USE**

The development of commercially viable projects is encouraged in the Prototyping Labs. Commercial projects should be relevant to the mission and academic goals of GIX and the MSTI program, and their development may not interfere with student work for academic courses. Production runs and the direct sales of items produced in the Prototyping Labs are not permitted.

Materials and supplies provided by GIX for academic work may not be used for personal financial gain. Consult with staff if you have questions about how the commercial use policy applies to your project.

**SAFETY**

**REQUIRED STAFF MONITORS**

Specialty labs, shops, and equipment may not, under any circumstance, be accessed without the presence of Prototyping Labs staff.

Staff may be in other areas of the Prototyping Labs during open hours. Prior to turning on equipment in a specialty lab users must inform a staff member to ensure proper safety monitoring.

**WORKING ALONE**

For your safety working alone is not permitted for high-risk activities, lifting heavy loads, working with hazardous materials that present acute physical or health hazards, working from heights, energized electrical work (excluding low voltage appliances), working in confined spaces, or working in specialty labs.

**PROTOTYPING LABS POLICIES**

All users are responsible for their own safety while in the Labs. Manuals, Operating Procedures, Materials Safety, and other relevant information are available in the Labs. Staff will facilitate a safe working environment and assist users, but the ultimate responsibility for knowing and understanding proper safety procedures is that of the user.

1. You must complete orientation before use of any part of the Prototyping Labs
2. Only use tools you have been trained on. If you don't know how to use a tool, ask a member of staff to train you or help you with the tool.
3. Only use the Prototyping Labs with a clear head. Distraction, intoxication, and lack of sleep all lead to injuries and are not allowed.
4. Clean up and return tools to their homes after you are done in the Prototyping Labs. Everyone is in a hurry or running late, those are not valid excuses.
5. Spray adhesives are not allowed in the Prototyping Labs.
6. Prototyping Labs tools must stay in the Prototyping Labs unless you have approval from staff.
7. The materials in the Prototyping Labs are intended for classwork, one-off projects, or prototypes, not for mass production.
8. Mess-producing activities that affect other users (such as sanding and anything with fumes) must be done in their appropriate areas (woodshop and fume hood/paint booth, respectively).
9. Dress appropriately when operating tools in the Prototyping Labs. This means no loose clothing, dangling jewelry, lanyards, loose hair, or open-toed shoes.
10. Wear appropriate protective equipment for the task at hand. This means eye and ear protection when working in the woodshop and gloves when working with chemicals (including SLA resin). Eye protection is also recommended when soldering. Eye protection is required when operating drones.
11. No eating in the Prototyping Labs. Drinking from open containers is also not allowed while working.
12. Report damaged or malfunctioning equipment to staff immediately. Do not attempt to repair yourself as you can incur liability that way.
13. Only use approved materials in the Prototyping Labs. The materials provided in the Labs are pre-approved, but outside materials must be approved by staff, particularly if you are going to use them on the lasers.
14. Drones may only be operated in environments where the drone can behave in unexpected ways yet all nearby people are safe. In practice, this means drones may not be operated inside the building, on the balconies, or in areas with bystanders.
15. Report injuries immediately to the staff. This helps us keep everyone safer.

**USER SAFETY**

Read this form and the shop policy overview before signing and if there is anything that is not understood consult with Shop Staff for an explanation.

**GIX PROTOTYPING LABS POLICY ACKNOWLEDGEMENT FORM**

GIX requires all users to meet the following requirements to access the “open-access” portion of the Labs:

* Have completed the Prototyping Labs Safety Orientation
* Have read the Prototyping Labs Safety & Operations Guide

**AKNOWLEDGEMENT OF REQUIREMENTS:**

All completed requirements must be initialed Initials

*I confirm that I have attended the Prototyping Labs Safety Orientation* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*I confirm that I have read and understand the Prototyping Labs Orientation Guide* *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Print Name Signature Date

Staff Name Staff Signature Date