

Maker Hub

Access Agreement

Open to all students, faculty, staff and registered guests, the Richardson Library Maker Hub is a creative space connecting DePaul researchers, makers, and entrepreneurs from across campus and beyond with specialized equipment and a collaborative atmosphere to design, experiment, and innovate.

- I have received and read the attached Maker Hub Health and Safety Guidelines.
- I will follow the Health and Safety Guidelines and posted rules and instructions.
- I will follow the directions of Maker Hub staff.
- I will use the Maker Hub in accordance with DePaul University's Policies, the Library Patron Conduct Policies, state and federal law and, as applicable, DePaul University's Student Handbook.
- I will use Maker Hub equipment only after I have been authorized to do so.
- I will use the Maker Hub appropriately:
 - I will not misuse the Internet (WiFi) provided by DePaul University;
 - I will not engage in unsafe or disruptive behavior, including using the Maker Hub
 - while under the influence of alcohol or drugs;
 - if I am sleep deprived or on medicine that causes sleepiness or drowsiness;
 - I will not engage in illegal behavior including
 - using the Maker Hub to produce illegal work;
 - producing guns or other weapons or unsafe work;
 - infringing the intellectual property rights of others;
- I agree to sign a Waiver and Release of Liability form.

DePaul University reserves the right to enforce this Access Agreement. In its sole discretion, DePaul may require a person to leave the Maker Hub or revoke a person's access.

DePaul University: student / faculty / staff / alumni / external participant

Printed Name: _____

Signature: _____

Student / faculty /staff ID: _____

Accompanying faculty / student (if alum): _____

Address: _____

Phone: _____

Email: _____

Date: _____

Maker Hub Health and Safety Guidelines

- Maker Hub staff are available for consultation.
- Users of the space are expected to perform their own work while in the Maker Hub. Staff are here primarily to facilitate the appropriate use of resources, not to perform work for others.
- Failure to comply with these Health and Safety Guidelines, the Standard Operating Procedures (SOPs) for the equipment you are using, or staff direction will result in the suspension of access privileges to any of the Maker Hub's resources at the discretion of the staff.

Standard Operating Procedures

- Only DePaul University faculty, students, staff, or registered external participants as part of a DePaul University program may operate the Maker Hub's equipment.
- Never use any equipment unless you have been fully trained and authorized to use it.
- SOPs for all major equipment are posted by each piece of equipment and also are available on the Maker Hub website at <https://library.depaul.edu/>.
- Report any malfunctioning equipment to Maker Hub staff immediately and do not attempt to use any equipment that does not appear to be functioning properly.
- No equipment may be removed from the Maker Hub.
- All equipment must be returned in good condition to its marked storage location after use.

Safety Mindset

- **DO NOT** operate tools while under the influence of drugs, alcohol, if you are sleep deprived or on medicine that causes sleepiness or drowsiness.
- **NEVER** work alone.
- **NEVER** leave equipment unattended while it is running. All machines can be either stopped or paused if you must leave the area, even if only for a short period of time. (The 3D printer is an exception to this rule.)
- **NEVER** interrupt, distract, or walk directly behind a person operating a machine.
- **NEVER** place hands or other body parts in the area of any cutting head, blade, drill, pinch-point, or other moving, rotating or cutting device/tool.
- **REMOVE** all hand tools, accessory devices, and other foreign objects from the immediate work area before beginning to operate any equipment. Only the material to be used in the project and safety mechanisms should be in the work area.
- **ENSURE** that all safety mechanisms such as guards, shields, and light curtains are operating correctly and securely in place prior to operating any equipment.

Materials Safety

- Be knowledgeable of the materials with which you are working. Manufacturers supply Safety Data Sheets (SDS) listing potential health and safety hazards associated with working with their products.
- Some materials may not be appropriate for use in the Maker Hub environment. Consult Maker Hub staff if you are unsure about the suitability of a material or particular process before you introduce it into the space.
- Always ensure material is free of foreign objects, such as screws and staples in wood, before handling or using it.

Safety Attire

- **NO** open-toed shoes, sandals, clogs, ballerina flats, or heels are allowed in the Maker Hub.
- **NO** loose clothing including scarves, neck ties, droopy sleeves, and drawstrings.
- **NO** jewelry such as necklaces, watches, bracelets, rings and earrings that could potentially get caught in machinery should be worn in the Maker Hub.
- **NEVER** wear shop gloves when operating a machine with moving parts.
- **ALWAYS** tie back long hair, including beards, such that it is kept away from the front of the face and neck—if it is long enough to tie back, do so.
- **NEVER** wear corded headphones. Listening to portable music players is not allowed anywhere in the Maker Hub.

Personal Protective Equipment

- Safety glasses should be worn at all times in the workshop area. Safety goggles and face shields are also available and can be worn over prescription eye glasses.
- Hearing protection should be worn whenever loud equipment is in operation.
- Gloves are available for use when handling liquids or cleaning with solvents.

In Case of Emergency

- If an injury should occur, call 911 immediately in case of an emergency and notify Maker Hub staff immediately. All injuries or accidents must be reported as soon as possible to DePaul University Public Safety.
- First-aid kits are available for minor injuries and located in the Maker Hub.
- A fire extinguisher is located in the Maker Hub for extinguishing or controlling minor fires in emergency situations.
- If you hear fire alarms, stop any equipment you are using and exit the building according to evacuation guidelines making sure to close all doors behind you.
- A phone for emergency purposes is located in the Maker Hub.

Cleanliness

- Keep your work area clean both while working and when you have finished working in the area. Remove chips and waste pieces from work surfaces and the floor using a broom/brush and dust pan or vacuum.
- Clean up any spilled liquids. If it is a potentially hazardous or oily liquid, then contact Maker Hub staff so that they may respond with the appropriate measures.

Hand Tool Safety

Hand tools are non-powered tools. They include wrenches, hammers, chisels, screwdrivers, and other hand-operated mechanisms. Even though hand tool injuries tend to be less severe than power tool injuries, hand tool injuries are more common because people take everyday hand tools for granted and forget simple precautions for safety. The following precautions and instructions must be followed:

- Use a tool correctly;
- Keep edged tools sharp;
- Replace or repair a defective tool;
- Safely store tools.
- Use the correct tool for the job. Do not use a tool or an attachment for something it was not designed to do.

Hand Held Power Tool Safety

- Only change blades, bits, etc., when the tool is off and unplugged. It is very easy to accidentally turn a tool on. Never leave chuck key in chuck.
- Always keep your hands a safe distance from cutters and blades.
- Make sure all guards and safety devices are in place. Do not use a machine without the proper guards.
- Loose clothing, jewelry, hair, and fingers can be grabbed, wound up, and pulled in and mangled by any spinning machinery.
- Avoid touching hot tools or work-pieces.
- Secure work pieces with a clamp or vise to free the hands and minimize the chance of injury. Use a jig for pieces that are unstable or do not lie flat.
- Always work in a clean environment. An unkempt work place can result in injury.
- Use the correct tool for the job. Do not use a tool or an attachment for something it was not designed to do.