



McMURTRY INNOVATION SPACE

Safety in the McMurtry Innovation Space

The McMurtry Innovation Space is a student-run design and creation space located in McMurtry college for students from all disciplines and backgrounds to explore creative ideas, collaborate with fellow students, and work on projects outside of the normal Rice University curriculum.

The Innovation Space is a community space, and thus the community is responsible for the safe and responsible use of the wide range of equipment and tools provided. McMurtry voted to allow the construction and operations of the space in McMurtry college space, however it is up to you, the user, to partner with us to ensure safety in the Innovation Space for yourself, for your peers, and for McMurtry college. In this document, we will review some of the safety rules and procedures that were established to help keep everyone safe while working in the space. Many of these guidelines have been adapted from the Oshman Engineering Design Kitchen and as such, can be considered best practices for general equipment use and safety.

These safety guidelines are not all-inclusive. All posted safety signs must also be followed. Additionally, the staff of the Innovation Space are present to ensure your safety and should be respected and obeyed at all times.

In Case of Emergency

In case of emergency, CALL THE CAMPUS EMERGENCY NUMBER AT x6000 or 713-348-6000.

The Innovation Space has a designated safety station located near the entrance with a cordless phone, emergency eyewash station, sink, and first aid kit. The phone is tied into the campus phone system, so extensions such as RUPD at x6000 may be dialed directly or you may dial 9 to get an outside line. A fire extinguisher is also located in the Innovation Space near the entrance. Know the location of safety glasses, gloves and hearing protection. Each of these may be found in bins at the Safety Station.

Should a user experience an accident or mishap, the event must be reported to a member of the Innovation Space staff. Reporting to the staff allows us to ensure your safety by identifying accident prone behaviors or locations. Remember, in case of emergency, RUPD should be the first point of contact.

General Rules and Guidelines

The McMurtry Innovation Space is available to any Rice student, no matter the college. All potential users of the Innovation Space must be granted permission to use their Rice ID to access the room during working hours. Swipe access will only be granted once you complete the safety quiz and will only be functional during the daily operational hours or at the express permission of one of the space's managers. This swipe restriction is in place to ensure that all users are aware of the safety policies, rules and procedures for the space.

The following are some general rules for using the McMurtry Innovation Space. In the event that you do not comply with the rules, your access to the McMurtry Innovation Space will be rescinded:

- YOU MUST follow all safety precautions which are posted, or verbally noted.
- It is NOT appropriate to allow non-authorized students, or others, access into the McMurtry Innovation Space.
- It is NOT appropriate to bring outside tools or equipment into the McMurtry Innovation Space without the approval of a member of the staff.
- Students are not permitted to work after posted hours in the space without the oversight of a staff member.
- No smoking is allowed anywhere in the space.
- Closed toed shoes must be worn at all times.
- Safety glasses must be worn AT ALL TIMES when using any power tools, hand tools, cutting tools, or chemicals including glue.
- If you need help in the McMurtry Innovation Space or need to use tools that you do not know how to use, do not hesitate to contact one of the staff members for help.
- If you suspect that a piece of equipment is broken or not functioning properly, let the staff know so that it may be corrected.
- DO NOT stand on rolling stools or chairs. Use a stepstool for reaching high places.
- DO NOT remove non-consumable equipment such as hand/power tools from the space without express permission of the staff.

By Adhering to these guidelines, you will help ensure the McMurtry Innovation Space remains safe for all users. Just as you collaborate with your peers on creative endeavors and projects, so should you collaborate with them to maintain a safe and productive working environment.

Collaboration Areas

The McMurtry Innovation Space has general open access work areas which can be used by any student with granted access. The work tables, computer bar, and storage areas are for general use, and thus it is your responsibility to ensure that they remain neat and organized.

The Innovation Space has a number of dedicated storage spaces for teams, individuals, or clubs. Please see a staff member for reservations of this storage space. If a you do not have designated storage space, **you do not have permission to store personal equipment or material in the Innovation Space.**

When you gain access to the Innovation Space you agree to complete the following:

- Put away all tools and equipment when not actively in use
- Dispose of any scrap material or trash in the appropriate bins
- Ensure your personal projects are either stored in your designated storage area or taken from the space
- Keep floor areas clear to reduce trip hazards
- Before you leave the space, make sure that you have cleaned and organized the work area and have returned any equipment or tools to the appropriate storage areas.
- Ensure that you do not remove any non-consumable equipment or items from the Space.

Failure to properly maintain the general work areas may lead to loss of access.

Hand and Power Tools

The McMurtry Innovation Space has a variety of hand and power tools available to its users. These tools also have the potential for accidents and injury if not used or handled correctly and thus are locked from general use unless an Innovation Space staff member is on duty. A list of the power tools that can only be accessed by an Innovation Space staff member is below:

- Power Drill
- Power Sander
- Dremel
- Circular Saw

Power tools that are not owned by the McMurtry Innovation Space **MAY NOT BE USED** in the the Space or McMurtry college. If you need a power tool that does not seem available in the Innovation Space, please seek assistance from the staff.

Hand tools such as; hammers, wood saws, screwdrivers, socket wrenches, etc. are available for general use, however they should be used with caution and attention. You must use the

designated work tables or saw horses, which are equipped with clamps and vices, when doing any drilling, cutting or grinding with hand or power tools. All materials must be clamped safely to the table.

Safety glasses and closed toed shoes **MUST** be worn **AT ALL TIMES** when performing any cutting, drilling, grinding, or using any of the Innovation Space's tools. You are responsible for ensuring the safety of yourself and other users of the Innovation Space when using any Space equipment. Failure to wear eye protection when working will result in ejection from the space. You should not refrain from alerting other users of improper tool technique or inadequate safety precautions.

Shop Space

The 3-D printer shop space is an area where technical proficiency is needed. The shop space offers several more expensive devices which require proper use and upkeep. Due to the proficiency needed and the expense of the equipment in the Shop space, it can only be accessed by an Innovation Space staff member.

You **MUST** meet with and obtain training or assistance from the Innovation Space technicians or managers when you are ready to use prototyping equipment in the shop space. Specific training on equipment **MUST** be done before students may have free use of the equipment.

Even with training, students will not be able to access the space without an Innovation Space staff member present.

Safety Quiz and Access

By following the guidelines above you will avoid many possible accidents and ensure a safe working environment for yourself and your peers. Always be aware of what is going on around you and be respectful of your neighbors. Do not hesitate to approach any Innovation Space staff member if you have any concern at all about safety in the space.

Follow the [Link](#) for the McMurtry Innovation Space Safety Quiz