

# Code of Conduct

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CENTRE for  
INNOVATION and  
ENTREPRENEURSHIP



## Purpose

Unleash Space is a place where anybody can create and imagine, design for today, and prototype for tomorrow. You'll find a vibrant, welcoming space with the tools, support and inspiration to unleash your potential.

Unleash Space is a multifunctional space dedicated to unleashing the spirit of innovation and entrepreneurship, building capacity and mindsets and doing so with a robust culture of Health and Safety. By fostering the student community, Unleash Space aims to be a student run and student led space.

Creating, Innovating and Entrepreneurship is advancing the University of Auckland's 2020 vision of becoming the place 'The' place for innovation and entrepreneurship in the southern hemisphere.

## Expected Behaviour

1. Refrain from demeaning, discriminatory, or harassing behaviour and speech
2. Exercise consideration and respect in your speech and actions. Knowledge sharing and inquisitiveness is fundamental to Unleash Space
3. Encourage and not dismiss the maker spirit in all users regardless of expertise and level of entry

## Guiding Principles

### 1. Do no harm

- a. Engender a culture of safe best practices
- b. Don't be a phallus
- c. Be kind - we don't tolerate bullying
- d. Respect different perspectives

### 2. Work safely and sensibly

- a. Smash the idea, not the gear
- b. Breaking things is not a cardinal sin.  
Encourage Health and Safety transparency
- c. Look after yourself, others, and the equipment
- d. Invite people to learn and learn from others

### 3. In Unleash Space, the students are the drivers and the creators

- a. Explore fields you haven't before
- b. Share your passion in the Space, in the University, and in the greater community
- c. Support, encourage, and test one another
- d. Advance the purpose of Unleash Space

### 4. Community is our core - co-work, collaborate, and share knowledge

- a. Be open to working with others
- b. Share ideas, space, and Unleash Space resources
- c. Collide together and share knowledge to make unique solutions

### 5. Respect the opportunity

- a. Take ownership of your work and making this a home
- b. Don't be greedy; waste not, want not
- c. Labels should be left at the door; we are all equal in the space

### 6. Don't be afraid of failure

- a. Embrace a positive-failure attitude
- b. Invite curiosity, inspire wonder
- c. Be open about failure - everyone can learn from experimentation



## Fire Safety

### If you discover a fire:

1. Raise the alarm by warning people in the vicinity and activating a manual fire alarm
2. Immediately report to supervisor/staff member in charge
3. Floor Fire Warden will attempt to extinguish fire. If safe to do so, summon Fire Service and commence evacuation of people through the nearest fire exits

### In an evacuation:

1. On hearing a fire alarm immediately stop what you are doing and evacuate
2. Follow the instructions of the Floor Fire Warden identified by a Red Vest at the Muster Point
3. Do not run and comply with requests from Floor Fire Warden
4. Assemble at the Entrance of Building 402 (20 Symonds St) or the alternative assembly area on the Grass Verge on the corner of Grafton Rd and Symonds St

## Unleash Space Health & Safety

### Emergency Response

#### 1. In the event of a serious accident and someone is hurt:

- a. Assess the situation. Stop, think, Act. The first priority in an emergency is the safety of all people present
- b. Do not relocate the person unless safe to do so
- c. Call 111 for fire/police/ambulance (1-111 from a University Landline)
- d. Notify staff (Staff members are first aiders). Provide emergency assistance if you are trained in first aid until the ambulance arrives.
- e. Do your best to provide assistance to the first aider while the emergency response team arrives

#### 2. Immediately report any of the following to a staff member:

- a. Accidents (including ill-health)
- b. Incidents (including near misses)
- c. Non-conformities
- d. Damage to the building or equipment

This encourages a culture of Health & Safety transparency.

### General

1. Follow all University of Auckland Health and Safety policies and procedures
2. Unleash Space users must follow the instructions of staff and space
3. Do not do anything that is unsafe and take reasonable care of yourself and others. If there is any uncertainty that an activity might not be safe, consult with an Unleash Space staff member.
4. If you observe potentially unsafe behaviour from another Unleash Space user, tell them. If it persists, inform staff



## Create Space Health & Safety

### 1. The Create Space has access limitations

- a. No more than 30 occupants in the Create Space at any one time
- b. Impromptu group access (4+) will require a brief safety briefing before access is granted
- c. No food or drink in the Create Space
- d. No bags on the floor. All bags are to be hung from bag hooks provided or trays underneath workbenches
- e. Observe all signage within and outside the Create Space
- f. The use of hand tools and power tools is restricted to those who have completed the online quiz and orientation
- g. Only Creative Technologists will conduct training for members
- h. No piggy backing. Membership does not authorise members to give access or use of equipment to non-inducted students or staff
- i. Users who have completed the online quiz and orientation must wear their ID badges. Badges are to be stored in Create Space upon departure
- j. Access in and out of the Create Space must not be impeded

### 2. Use of the Create Space equipment is subject to memberships, orientation and training requirements

- a. The use of the 3D printers, 3D Scanner, CNC Router, Laser Cutter, Electronics Station, Vinyl Cutter and Sewing Machine is restricted to those who have completed the online quiz, orientation and respective machine-specific training
- b. Projects on the 3D printer, laser cutter and CNC router are not to be commenced without the supervision of Unleash Space staff
- c. The 3D printer, CNC Router, Laser Cutter, Large Format printer and electronics consumable supply are subject to usage guidelines. Access to the electronics consumable supply is controlled.
- d. Competent members of specific equipment may forgo training and be deemed 'trained' upon a successful demonstration of competency in line with Unleash Space guidelines conducted in the presence of a Creative Technologist or Technician

### 3. Unleash Space users must observe and practice the Safe Work Instructions (S.W.I.s) for their respective equipment and power tools. S.W.I.s are there for the safety of the user and the equipment.

### 4. It is mandatory that closed-toe shoes are worn within the Create Space

### 5. It is mandatory that long hair, jewellery and lanyards are secured.

### 6. No headphones are to be worn during project activity

### 7. No climbing up on workbenches

### 8. Safety glasses are to be worn at all times at workbenches in the designated safety glasses area

### 9. Safety glasses must be used in accordance of any S.W.I and when:

- a. Cutting or sawing
- b. Hammering or chiselling
- c. Compressing or storing potential energy
- d. Using power tools of any kind
- e. Within 2 m of anyone performing the above

### 10. Only use equipment and tools that you are qualified to operate. If any doubt remains about the operation of any tools or equipment request the assistance of an Unleash Space Creative Technologist or Technician

### 11. Use Personal Protective Equipment (P.P.E) as and when required

### 12. Leave workspaces clean and safe for others. This includes:

- a. Projects should accommodate the presence of others and not be left out if not being actively worked on
- b. Return tools to their designated storage area when finished
- c. Brush, sweep and vacuum work areas as required when finished

### 13. All students have a right not to proceed with any activity if they feel it poses a danger to their health and safety or that of others

### 14. Tools and equipment with the Unleash Space Create Space must only be used within the space and not removed

### 15. Immediately report any unsafe work condition or equipment to the workshop supervisor/staff member in charge

### 16. Ask for help feedback and help with your projects from students, student staff and senior staff

### 17. If wishing to undertake a project with potential hazards within the Create Space:

- a. Follow the requirements of the existing risk assessment and arrangements set out locally
- b. If a risk assessment for the activity does not exist then notify Sean Kelly (Senior Technician) so a risk assessment can be developed and hazards controlled
- c. Before any tools or equipment are brought into the Create Space they must be discussed with



Sean Kelly (Technician) and Safety Data Sheets must be provided.

**18. Unleash Space has lockers available for members to store projects. Please refer to our website for our locker policy.**

**19. Innovative and dedicated use of the Create Space for its intents and purposes will make members eligible to apply for a materials grant to support design, rapid prototyping and product visualisation. Please see our website for further details.**

