

# Carleton University Engineering Design Centre Code of Conduct

Rev	Date	Notes
0	30 May 2023	First draft for review and comment
1	20 June 2023	Second draft for Chairs
2	27 June 2023	Third draft for comment by EDC Stakeholders
3	3 September 2023	Fall 2023 Release Version

FED EDC Information Hub: <https://carleton.ca/engineering-design/engineering-design-centre/>

## General EDC Guidelines

- All University Policies must be followed when in the Engineering Design Centre (EDC).
- **If you see anything you think may be unsafe, notify a staff member or faculty member immediately.**
  - **In the case of emergencies, call Campus Safety (4444 from university phones, 613-520-4444 from all other phones)**
  - Bring safety concerns to [jeremy.laliberte@carleton.ca](mailto:jeremy.laliberte@carleton.ca), any staff member, course instructor, immediate faculty/staff supervisor, Teaching Assistant, or your Department Chair. Safety concerns can also be reported at <https://carleton.ca/ehs/cu-worksafe/> or [jeremy.laliberte@carleton.ca](mailto:jeremy.laliberte@carleton.ca)
- The EDC is intended to provide dedicated and supervised space for Capstone projects, design courses and engineering design teams for hands on work.
  - The EDC is a shared space, open to all engineering students.
  - The EDC is an active workspace and as such all users must maintain awareness of work going on around them and follow all posted (main floor EDC) safety rules and instructions from University faculty/staff (<https://carleton.ca/ehs/>).
- EDC Design Work Bay space assignments are reviewed at least once a year.
  - EDC space assignments **are not** permanent, and groups may be relocated within the EDC or to other FED locations as requirements dictate.
  - Inactive groups/projects may continue to store equipment in Active Work Bays.
- Swipe access will only be granted for up to 12 months.
  - All access will be reset on 31 August of each year will only be renewed if all required training is up-to-date and if an up-to-date Code of Conduct signature is on file.
  - Training includes mandatory university EHS training and LabSafety training. Additional training is required to work in the EDC shop and to borrow tools.
  - Swipe access to Design Work Bays will only be granted upon completion of all safety training and submission of a signed copy of this code of conduct to their course instructor, department admin or EDC staff.

## Engineering Design Centre Safety Rules

### Applies to all EDC Workspaces, Design Work Bays, and Design Rooms and Work Taking Place in Common Areas

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These rules apply to all users of the EDC, **including** university staff, faculty members, students and visitors.

Groups and individuals that are found in violation of University Policies, EDC Safety Rules and/or Code of Conduct will lose access to the EDC.

1. All users have a duty to prevent unsafe practices through reminders to other users, and to report unsafe practices when rules are not followed. Report unsafe practices to your supervisor, teaching assistant, instructor, technical staff or [jeremy.laliberte@carleton.ca](mailto:jeremy.laliberte@carleton.ca)
2. Only students, staff, faculty, and visitors who have completed Carleton's mandatory EHS training (including LabSafety) are permitted to work in the EDC Design Work Bays (2513, 2515, 2517, 2518, 2521, 3512, 3513, 3518, 3517). <https://carleton.ca/ehs/training/>
3. Upon entering any EDC space, take note location of safety equipment in each workspace, emergency phone (if installed), first aid supplies, fire extinguishers and emergency exits. Inform the staff if any safety equipment appears damaged, missing, or unserviceable.
4. Appropriate PPE shall be worn at all times as required based on any work that may be performed by you or near you by others. This includes, but is not limited to, safety glasses and hearing protection when machines are in use. Steel-toed shoes are required when lifting or otherwise working with heavy objects.
5. No food or drink is permitted in any Design Work Bay, EDC Shop, Additive Manufacturing Lab or Mechatronics Lab.
6. Any and all drugs/alcohol, and their use, is strictly prohibited within the EDC workspaces. Anyone under the influence of drugs or alcohol while in an EDC workspace will permanently lose access and be disbarred from the EDC and all EDC workspaces.
7. Never work alone. Students and visitors must ensure that a staff member is aware of their presence and is immediately available in a nearby location before performing work. Follow Carleton's Work Alone Policy. <https://carleton.ca/ehs/programs/health-safety-management/working-alone/>
8. All tools and machines shall be operated according to manufacturer's recommendations and instructions, and shall only be used for their intended purposes.
  - a. You can only operate machines or tools which you are trained and approved to use.
  - b. If there is any doubt, or if a machine is not working as expected, stop your work immediately and consult a staff member.
  - c. Do not bypass, circumvent, or modify any safety system or machine lockout.
9. Outside tools, chemicals, furniture and equipment must be approved by staff.

- a. Any unauthorized power tools may be locked out and unauthorized furniture (e.g. workbenches) removed without notice.
  - b. Unlabeled/unauthorized chemicals may be immediately seized for disposal without warning.
10. Do not leave any batteries (including power tools) unattended while being charged.
  11. When working with any electrical systems ensure you are aware of safety switches/cut-off positions and use appropriately insulated tools.
  12. Cellphone/tablet use not related to project work is prohibited when working with tools. Phones/tablets must be stored away safely until work is completed.
  13. Horseplay (rough or boisterous play) that poses any risk to the safety and well-being of students, staff, or any other occupants of EDC space is strictly prohibited.
  14. As per workplace safety rules, only proper clothing and attire are permitted while working with or near equipment in EDC workspaces. All jewelry must be removed before beginning any work on or near equipment in EDC workspaces. General guidelines include:
    - a. Do not wear loose, flowing clothing (e.g. dresses, hoodies, etc.) or jewelry when working around rotating machinery.
    - b. Long-sleeve shirts must be rolled up above the elbow.
    - c. Loose clothes and long hair (below the shoulder) must be tied back whenever working with or around rotating machinery.
    - d. Do not wear gloves while operating machines or powered tools.

## Carleton University Engineering Design Centre of Conduct

### Applies to all EDC Workspaces, Design Work Bays, Rooms and Work Taking Place in Common Areas

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#### **EDC Space Summary**

- The Engineering Design Centre (EDC) has five types of space:
  - **Design Work Bays** (2513, 2517, 2518, 3513, 3518, 3517) - these are shared workspaces for Capstone projects, design courses and engineering teams. Only approved members of those groups may work in these spaces. These are not study rooms.
  - **Design Rooms** (3514, 3515, 3516) - these are meeting and study spaces that can be booked through the ODED for scheduled Capstone project meetings, team meetings and other events. At other times, engineering students may use these rooms for studying, ad hoc meetings and simple project work that does not involve tools (e.g. program a microcontroller).
  - **Shop and Labs** (2515, 2521, 3512) – These rooms (EDC Shop, Additive Manufacturing Lab and Mechatronics Lab) are staff supervised spaces with specialized equipment to support student projects. In general, access is for staff only and/or for students who have booked in advance and are working under staff supervision. Training may be required before students can access certain pieces of equipment.
  - **Common areas** – Floor 2 Saravanamuttoo Family Atrium and Floor 3 open hallway. These areas may be used for short term project work and testing provided all University safety rules are followed and staff have been informed. Unauthorized storage is not permitted in common areas. Users must respect approved event reservations and bookings.
  - **EDC Yard** – a fenced and locked outdoor space for storage, outdoor project work and access to the EDC roll up door. The yard may also be accessed through a secondary door with a swipe card. Accessible only with approval of staff and sufficient advance notice.

#### **Code of Conduct – Applies to all Students, Staff, Faculty and Visitors**

- Groups in shared Design Work Bays are to show mutual respect and collegiality at all times.
- Do not interfere with other groups' project work, tools or equipment without permission.
- In general, work benches are to be kept clean and free of long-term storage. Work left out overnight must be clearly marked with the name and contact information of the person responsible.

- Disputes that cannot be resolved among the groups must be brought to the attention of faculty or staff supervisors immediately for resolution.
- Furniture and cabinets must remain in the specific room where originally placed by staff. Do not relocate any furniture without permission.
- EDC Design Rooms may be booked for scheduled events such as Capstone meetings, design team meetings and special events. Users are expected to respect such reservations and leave the spaces when asked. Otherwise, the Design Rooms may be used for studying and ad hoc meetings by engineering students at any time.
- EDC users with swipe access must not share their access with anyone not authorized to work in EDC spaces.
- As per University Safety rules, Staff have the right to ask for identification from anyone in the EDC at any time to ensure they have the appropriate permissions to be in the building.

