



SPLIT // SPACES



A nest for *new ideas*

Induction

This induction will provide you with an overview Split Spaces // who we are, what we offer and our facilities

About Us //

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Split Spaces is a values driven community organisation that provides co-working areas and multipurpose spaces as an effective alternative to a home office.

We host awesome events and deliver entrepreneurial programs to startup founders, business and schools.

We exist to support our community and economy to thrive during the transition of the changing nature of work in our region.



Our Values //

Give First

We offer our time and experience to others when able, without expecting anything in return. Paying-it-forward is key.

Agility

We exercise flexibility in our business mindset and consider new opportunities, while staying true to our end goal.

Determination

We accept and welcome failure as part of the road to success. We get up when knocked down and seek support when needed.

Integrity

Our words have meaning. We say what we do and do what we say.

Community

We are all in this together. With every action and decision, we consider...will this benefit our Split Spaces community and the community in which we live and work in?

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Our Team //

Tegan McBride

Community Manager

0402 853 903

manager@splitspaces.com.au

Kirra Tully

Program & Events Coordinator

0417 604 511

events@splitspaces.com.au



Split Spaces Workspace

CQU Mackay City Campus

Building 4, Level 2 | 92 Sydney Street | Mackay QLD 4740

www.splitspaces.com.au





Our Sponsors //

Major Partners

**LOCALBUYING
FOUNDATION**

AN INITIATIVE OF THE LOCAL BUYING PROGRAM



Sponsors





Our Facilities //



[Click here](#) to view the 3D interactive Map of Split Spaces!

Our Spaces //

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Co-Working Space



Split Spaces provides a space that makes the transition from your home office to a professional work space faster and easier, with awesome benefits for your work life balance.

Available through the co-working space is WIFI, printer/scanner, toilets and our Social Space, including the kitchenette and lunch area.



Our Spaces //

Kitchenette

Our shared use kitchen facility has tea, coffee, water, cutlery, crockery, fridge, microwave etc. Chilled bottled office water is available for all users of Split Spaces.

When using the kitchenette, all users are responsible for cleaning, washing, drying / putting away any items used and leaving it as found for the next person.

A cleaning fee may apply if the cleanliness of the kitchen is not upheld.

Toilets are located on either side of the kitchenette.

Our Spaces //

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Cleaning

Our sponsors **CleanFeeling**[★] freshen up our space once a fortnight 😊
Members and users are responsible for maintaining the area as you found it.

Cleaning fees of \$50 > can be applied if your hired space is left in a condition other than how you found it. Cleaning can be arranged with the Community Manager prior to the event if necessary.

2 vacuum cleaners are available in the bumpout next to the sign in table at the entry and are to be used after each event or room hire. Cleaning supplies are located under the kitchen counter

Additional toilet paper and paper towel is located in the storage area, accessed via the Pink Floyd room.

Our Spaces //

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Workshop Space



Local Buying Foundation Room

Split Spaces provides a Space for you to host an event or presentation. The flexible floor plan means that you can set up the room according to your needs and style, with a maximum seating capacity of 44 people.

Available through the workshop space is WIFI, a webcam, a whiteboard and an interactive projector.

Our Spaces //

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Boardroom Space



Split Spaces provides Spaces for you to hold a meeting or small workshop group.

Come together in either our Little Betty (capacity 10 people) or our Big Bertha (capacity 14 people), both with views of the city.

Available through the boardroom spaces is WIFI, whiteboards and portable projectors.

Breakout Spaces



Split Spaces also offers Breakout Spaces, where you need a quiet room to brainstorm and get stuff done, or to sit down with a mentor and have a chat.

Our breakout spaces are available with a fair use policy. If the door is open and the room is not in use, you are able to use this.

These breakout areas come in handy when used in conjunction with the other spaces.

Our Spaces //

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Launchpad Studios



Split Spaces offers both audio and video Studios providing you with a space to conduct interviews, record podcasts & voice overs, sound recordings & mixing, and audio production.

The audio studio is completely sound proof, with a 4 microphone Rode Podcaster setup.

The video studio has both a Go Pro and 4K camera, as well as tripods, lights and a green screen.

Our Spaces //

NAP Room



The NAP (New Age Productivity) Room is a space great for yoga, meditation, tai chi, and good vibes.

A breakout space of a different kind, the NAP Room offers you the space to get out of your head and reset.



Workspace Access //

Split Spaces is located on Level 2 of Building 4 at the CQU Mackay City Campus.

The main access to Level 2 is via the elevator or the stairs coming from Wood or Sydney Streets. Split Spaces signage is visible at the elevator. Most areas of the building are wheelchair accessible.

Parking

On street parking is available for 2 hours at a time from 8am – 5pm. Mackay Regional Council strictly enforce this with parking fines.

Free all-day parking is available in surrounding streets, just check the signage.

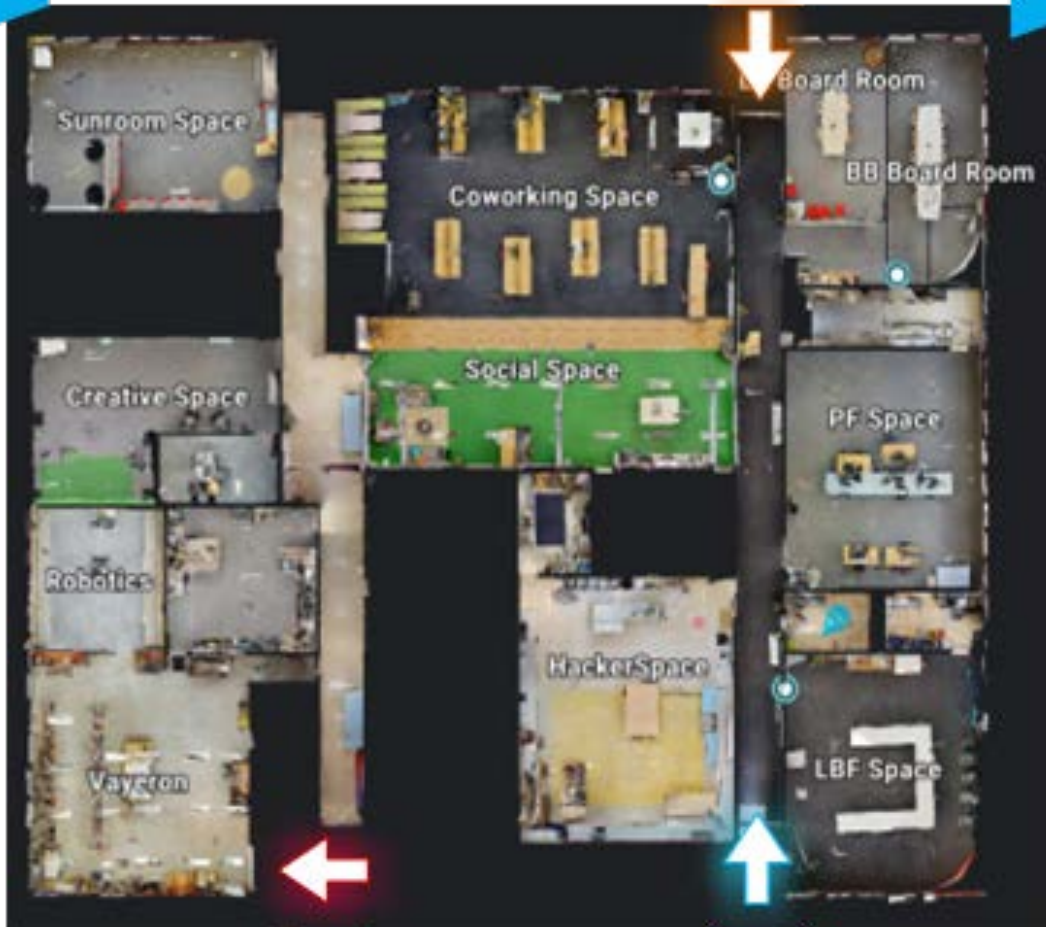
Hours

Split Spaces is open to members between 8am and 5pm.

Use of the office outside these times is possible when arranged with the Community Manager.

Access to Split Spaces is not permitted overnight.

Workspace Access //



Main Entrance

The main entrance to Split Spaces is via this door. The elevator and stairs of Building 4, will bring you directly to this entrance.

Secondary Entrance

The second entrance to Split Spaces is via this door. The stairs of Building 4 (coming from Alfred St direction), will bring you to this entrance.

Vayeron

The entrance to Vayeron is via this door. The elevator and stairs of Building 4, will bring you directly to this entrance.



Workspace Access //

Members

Members will be issued with an access card to swipe access panels at entrance doors to Split Spaces.

Members access is still limited to the normal opening hours unless approved by the Community Manager.

Guest Users

One off visitors and non-members are requested to contact the Community Manager if booking less than 24 hours in advance to ensure you have access.

Members bringing in guests / visitors are responsible for their supervision.



Code of Conduct // House Rules

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Respect for our space and other community members means:

Leave it as you found it

Keep your desk area, kitchen, meeting rooms and all spaces as you found them, clean and ready for the next person to use. Cleaning fees may apply.

Be courteous

Zoom rooms and breakout spaces are available to ensure we all have a productive space to work from. Extended or loud phone calls, video chat or collaboration sessions are to be taken away from the main co-working area.

Share

Share your feedback, comments and concerns in a constructive way so we can all learn to cohabitate better together.

Understand

Understand the Terms & Conditions.

[Click here](#) to view the T&Cs.



Housekeeping //

Rubbish



Please ensure desk bins are cleared into the main rubbish, emptied on Friday weekly.

Split Spaces is a part of the containers for change program. Applicable 10c bottles are to be placed in the labelled bin to be sent for \$ exchange.

A regular recycling bin is also available and SS members are encouraged to play their part for the environment, washing where appropriate and placing in the recycling bins provided.

For the fridge, please keep your items labelled and note any unlabelled food will be removed / thrown out, including containers.



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Housekeeping //

Hygiene



Split Spaces is a community shared working space. If you are unwell, please do not attend Split Spaces.

Please maintain personal hygiene by washing your hands properly, frequently, and at the appropriate times; keeping your work area tidy and maintaining the facilities for all persons to use.

A cleaning fee may apply if the cleanliness of the facilities is not upheld.

Housekeeping //

Resources



Printing

Printing is available in black/white and full colour.

Please be mindful that black and white prints are 10% of the cost of colour prints.

We also ask you to be mindful of the environment when making a decision whether to print or not.

WIFI

WIFI is available for all persons at Split Spaces, Members and Guest Users alike.
The password is on the wall in every room:

Spl#tSpac3s



Smoking Policy //



Smoking, of any kind is not permitted within the Split Spaces workspace, including the entrance / exit areas.

CQUni is a non-smoking campus. Smoking should occur outside the grounds of the University.



Noise Management //



You are responsible for managing your noise levels when working in the Split Spaces workspace.

Courtesy for other co-workers means if you are taking long or loud, phone calls or video calls, please utilise the breakout spaces, book a meeting room or step into another room for your call.

Our breakout / meeting rooms are available with a fair use policy. If the door is open and the room is not in use, you are able to use this.

Security //

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You are responsible for the security of your property when working in the Split Spaces workspace.

Split Spaces is generally only accessible by members, and approved guest users / visitors, however we recommend any personal belongings be taken with you when you leave your workspace.

Equipment should be labelled for ease of identification, to ensure your equipment is not removed from your space.

Security for CQUni are available on 0418 792 982.
Members are encouraged to report any suspicious activity to this number along with the Community Manager.



Fitness for Work //



You are responsible for managing your own health when working at Split Spaces, although the Split Spaces team are available to offer support.

Workplace Health and Safety //

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Makerspaces Mackay

Workplace Health and Safety //

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Makerspaces Mackay

**Memberships are available. Users of
Makerspace Mackay are encouraged to**

Workplace Health and Safety //

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Use safe work practices:

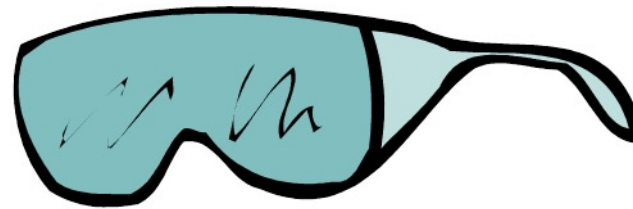
- No person is to use equipment they have not had a formal induction into. Documentation proving completion of induction must be provided to the Split Spaces Community Manager prior to using equipment
- Personal Protective Equipment (PPE)
- Isolation
- Manual Handling
- Fitness for Work
- Plant & Equipment
- Hazardous Chemicals / Substances
- Housekeeping Standard
- Amenities
- Smoking
- Harassment / Discrimination
- Employee Conduct



Personal Protective Equipment (PPE)//

PPE will be Task Dependent:

- Ear protection
- Respirators
- Gloves
- Steel Capped boots
- Safety glasses



Each worker will correctly use and maintain the PPE issued to them





Personal Protective Equipment (PPE)//

Personal Protective Equipment (PPE)

- last line of defense against hazards
- 5 key considerations when using PPE
 - suited for the task
 - inspected prior to use
 - worn correctly
 - fitted properly
 - hygienic





Isolation//

All personnel (people, visitors or contractors) are required to adhere to the Isolation procedure.

The isolation procedure is used to:

- minimise the risk of uncontrolled movement or release of energy which could lead to an injury to personnel
- to remove the energy source by switching off main isolation switch, remove keys from vehicles, disconnecting the battery etc.
- When using an isolation switch, you are to check the effectiveness of the isolation (test for dead) by trying to operate the equipment.



Isolation//

Some of the energy sources that require isolating are:



- Gravity – falling or things falling

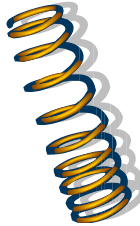


- Electrical – contact or arcing



- Mechanical – moving vehicle or parts

- Pressure – hydraulic, air, spring

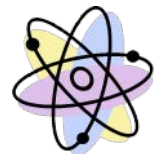


- Noise & Vibration – level / duration

- Chemical – inhale, touch, ingest

- Thermal – hot cold surfaces

- Radiation – light, radiation



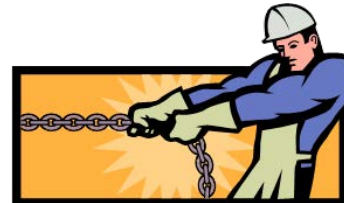


Manual Handling //

Definition of Manual Handling

Activity of a person to:

- lift
- lower
- push
- pull
- carry
- hold
- restrain



This includes repetitive movement



Manual Handling //

Risk Factors:

- Sudden, jerky movement
- Lifting unevenly
- Extremes of joint movement
- Bending, twisting, over-reaching
- Repetitive movement
- Frequent – forceful movement
- Frequent extremes of reaching bending twisting
- Maintaining the same posture
- Poorly designed tools

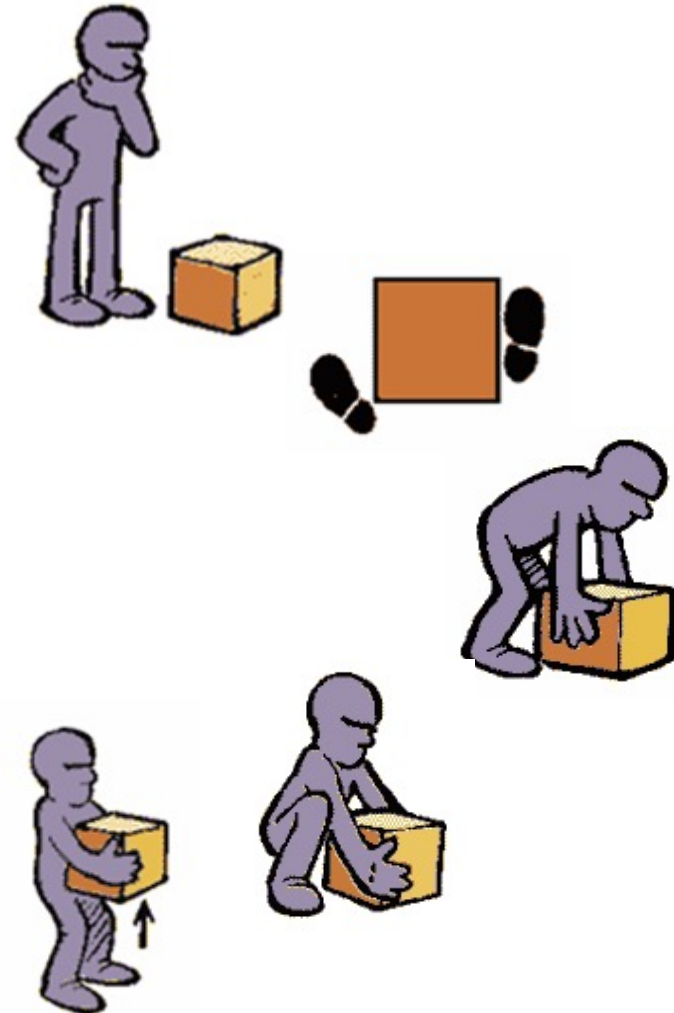




Manual Handling //

*Follow the Ten Step Guide for safe manual handling of objects***

1. **Assess the load – plan the lift i.e. Single or team lift**
2. **Get close to the load**
3. **Feet apart for balance**
4. **Relax knees**
5. **Lower your body and bend your knees**
6. **Lower head**
7. **Get a firm grip on the load**
8. **Raise your head**
9. **Straighten your legs**
10. **Lift load and turn your feet**





Emergency Procedure //

In the event of an emergency at Split Spaces, please send for help.

Depending on the nature of the emergency, this may include Emergency Services. All emergencies must be reported to the Community Manager, as soon as appropriate.

Where you are trained and/or comfortable in responding to an emergency event, you can use the equipment available in the workspace, but do not place yourself in a position of danger.

Fire



Split Spaces has fire fighting equipment positioned throughout the workspace, for use in the event of a fire.

In the emergency event of a fire within the Split Spaces workspace, you must sound the fire alarm and evacuate the building.



Emergency Procedure //

Fire Extinguisher 101

Four basic steps for using a fire extinguisher – remember PASS:

Pull Pin

At the top of the extinguisher, pull the pin and break the seal. Immediately test the extinguisher (aiming away from the operator).

Aim

Approach the fire standing at a safe distance. Aim the nozzle or outlet towards the base of the fire.

Squeeze

Release extinguishing agent by squeezing the handles together to discharge the extinguishing agent inside. To stop discharge, release the handles.

Sweep

Sweep the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames.



Emergency Procedure //

First Aid



Split Spaces has a First Aid kit available in the Kitchenette, for use in the event of a first aid incident.

Where there has been an incident and a person has been injured, you must follow the DRASCBBD First Aid principles, and notify the Split Spaces team immediately.

[Click here](#) for more information on the DRASCBBD Principles from St John's Ambulance.



Emergency Procedure //

Evacuation



In the event of an emergency, requiring evacuation of the Split Spaces workspace, follow the evacuation route to exit the building and assemble at the designated Emergency Assembly Point for the CQU Campus.

The evacuation route is marked on the floor plan, which is on display at the entrance door of each room.

Illuminated EXIT signs are visible above every exit, within the Split Spaces workspace.

Emergency Procedures //

Evacuation Plan



EVACUATION SIGN



PHONE: 1300 738 461
www.locatrix.com

EVACUATION PROCEDURES

- Follow all instructions given by Wardens or Fire Officers.
- Leave immediately by the nearest safe exit.
- Move quickly, do not run.
- If possible, close doors behind you.
- Report to your designated Assembly Area.
- Advise a Warden immediately if you are aware of people trapped in the building.
- Do not leave the Assembly Area until the Chief Warden gives the "All-Clear".
- If any injuries are sustained, notify a Warden.

IN THE EVENT OF FIRE

- R** Remove persons from immediate danger area.
- A** Alert nearby staff and members of the public and call 000 (operate Manual Call Point if applicable).
- C** Confine fire and smoke. Closing windows and doors (if safe). Keep low, under the smoke.
- E** Extinguish and control the fire (if safe to do so).

Central Queensland University
 Sydney Street, Mackay QLD 4740




EVACUATION DIAGRAM - NOT TO SCALE

Building 4 - Level 2



Secondary Entrance



Main Entrance



Sydney St



Alfred St

Wood St

(H) Dry Chemical Powder
 (M) Mole
 (C) Carbon Dioxide
 (F) Fire Blanket
 (R) Risk Free
 (S) Staircase
 (MCP) Manual Call Point
 (W) Warden Station
 (FIP) Fire Indicator Panel
 (E) Exit Sign
 (EFP) Approved Evacuation Path
 (EP) Evacuation Path
 (AA) Assembly Area

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Thank You //

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Induction Pass

You have successfully completed the Induction.
Welcome to the Split Spaces Community!

Please complete and save the Induction Pass, for your records.

Name:

Date:

To save this Induction Pass, you can print this slide to PDF, take a photo using your phone or snapshot and save via the Snipping Tool on your computer.
You may be required to provide this Pass to Split Spaces Team.