

# SUN CITY TEXAS WOODWORKERS CLUB

## GENERAL SAFETY PROCEDURES AND RULES

We encourage all members participating in shop activities to understand and to follow all operating procedures and rules. A good understanding of the procedures and rules will enhance the proficiency of your activity and enhance the operating life of the equipment and tools. Our woodshop activity is confined to making items of raw wood; there will be **NO STAINING, PAINTING OR WOODBURNING OF ANY KIND**. We particularly encourage you to understand and use the operation procedures for your safety, as well as that of others. Following strict safe practices will avoid injury to you and others and eliminate damage to equipment and the resulting down time.

The Wood Shop is open only to Members. Dues must have been paid to become a Member. Shop hours are 8:30 AM to 4:30 pm (clean up starts and work stops at 4 pm) Monday through Friday and 8:30 AM to 12:30 pm (clean up starts and work stops at 12 pm) Saturday (except 1st Saturday of the month).

The Woodshop will be open for operation –

- 1) WHEN SHOP MONITORS ARE AVAILABLE and
- 2) the air handling system is turned on when using machinery connected to the air handling system.

Special arrangements can be made for other times; however the following must be followed:

- 1) members using the shop should park in front,
- 2) the shop must meet the requirement of being open to all members, i.e. AT LEAST TWO (2) MEMBERS IN THE SHOP AT ALL TIMES - ONE (1) OF THE MEMBERS MUST BE THE DESIGNATED MONITOR,
- 3) the air handling system on if equipment connected to it is being used,
- 4) the front door unlocked, and
- 5) the sign on the door changed to reflect shop is open.

Then, when the members that opened the shop are ready to leave, the shop is again cleaned up and closed. Keys can be obtained from any of the Woodshop Directors.

### EXCEPTIONS:

1. Club officers, Board members, and others may have need to enter the shop during closed hours to conduct business other than woodworking – work on computers, access treasurers' box, authorized work on equipment, etc. As long as no power equipment is being used, individuals may enter the shop to conduct such activities.
2. An individual instructor working with no more than 6 students on a project or piece of equipment may be in the shop without a designated monitor. During such class, the door can remain locked and the sign on the door is set to CLOSED.

**NOTE! MONITOR CANNOT WORK ON PERSONAL PROJECTS WHILE ACTING AS A MONITOR.**

## AUTHORIZED USE OF THE WOOD SHOP

1. Members utilizing the Wood Shop must attend the "Wood Shop Safety Training Class" prior to participating in any shop activity.
2. Participants' Association Badges will have a current "sticker" signifying that he/she is certified as having received the safety training class, is up-to-date with their Club dues, and has signed the yearly safety pledge. The safety pledge is as follows:
  - a. I have read and understand our procedures and rules and will do my best to follow them.
  - b. I understand the Monitor is the interpreter of these procedures and rules, and I will follow directions from the Monitor.
3. Members must maintain their annual membership on a continuous basis to participate in the Woodshop. Any member who allows his/her membership to lapse for one or more years must retake the Safety Training Class prior to using the Woodshop. Such member may be allowed to rejoin the shop without taking the Safety Training Class if all back and current dues are paid in full.
4. Each member must wear the Badge while at the shop.
5. Members must log in as they enter the Wood Shop prior to any activity.
6. The woodshop cannot be used to carry on any commercial endeavor. This is not to thwart the incidental personal sale of hand crafted wood items (carvings, toy models, turnings, etc.); however no member may be involved in an ongoing program of selling wood items made or formed using woodshop equipment unless the entire proceeds are donated to the SCTX Woodworkers Club. This includes making items and selling them at craft fairs, hobby shows, etc. The purpose of this rule is to insure the equipment in the wood shop is available to as many members as possible on a daily basis.
7. Relatives and/or friends of members are encouraged to visit the shop but must be escorted at all times by a member.
8. Non-members or visitors will not be allowed to operate any of the equipment within the Shop. All non-members or visitors must stop at the Monitor's desk before entering the Shop equipment area.
9. The Board of Directors must approve any organized project to produce wood products in the woodshop, either commercial or charitable in nature. An organized project is defined as one whereby more than one individual member combines his/her efforts with one or more other members to produce said wood products. Members who desire to engage in an organized project must secure Board approval before proceeding with their respective project. Requests by Charter Clubs, the Community Association and/or the Facilities Maintenance Director to either make wood repairs or to construct wooden projects are excluded from this policy. These latter requests will normally be brought before the Board before work commences.

## **SAFETY RULES AND GUIDELINES:**

### **Personal Guidelines and Safety:**

1. The shop will not be opened unless a Shop Monitor is on duty or at least two (2) members, who have completed the safety orientation class, are in the shop. (One member must be the monitor.)
2. No one should use equipment until he or she has received proper and safe instruction and feels comfortable with its operation.
3. Smoking or the use of tobacco products of any kind inside the Shop or drinking alcoholic beverages on the premises will not be allowed.
4. Persons under the influence of alcohol, drugs, or medication containing drugs will not be allowed to participate in any shop activity. Members should be aware of implications or side effects of any medications they may be taking.
5. Eye protection should be worn at all times when operating electric and/or air driven machine, hand tools or working on any operation that can produce dust or metal particles.
6. Hearing protection should be worn when working around machines that are especially noisy.
7. Long hair **MUST** be secured so that it does not obstruct vision or risk becoming entangled in equipment.
8. When working around any type of operating equipment avoid wearing loose fitting clothes. If wearing long sleeve shirts, roll the sleeves up above the elbows. Do not wear ties or long straps around your neck when operating machinery. Remove loose fitting watches, jewelry, and any loose items in shirt pockets. The use of loose fitting work gloves are not allowed when operating machinery. The use of any gloves is strongly discouraged when operating machinery; however, tight fitting (golf, batting, woodworking) gloves may be worn at the user's discretion.
9. Closed toe shoes must be worn in the shop. **SANDAL TYPE SHOES ARE NOT PERMITTED.**
10. Never talk to someone operating a machine.
11. All accidents, even if very small, must be reported to the monitor.

### **Equipment Maintenance and Safety:**

1. Tables and floor must be kept clean of clutter during and after use of machinery or table areas.
2. Dust collector should be turned on for all machine operations.
3. When working on large items which are standing on the floor, they must not be left standing where they will obstruct the shop Monitor's view or prohibit a normal fire exit flow.
4. **DISCONNECT POWER SUPPLY WHEN ADJUSTING MACHINES, REPAIRING EQUIPMENT, CHANGING ATTACHMENTS, OR CLEANING.**
5. Make sure machine's work surface is unobstructed and clean before use.
6. Turn off equipment after use. Never leave equipment that is running unattended.
7. Use of safety guards (table saws, band saws, jointer) is strongly recommended; however should a guard be removed (for dado, etc.), the user **MUST** replace the guard before leaving the machine. In the case of the band saws, this means the saw guide should, in a gentle manner, be lowered so as to rest on the table.
8. Return all tools to their proper storage place after use.
9. No equipment, clamps, or hand tools can be removed from the Shop.
10. If anyone (member or not) brings tools, equipment, etc. into the Woodshop and said item(s) is used by other members to the extent that it is commonly accepted that the item(s) is property of the Woodshop, then the item(s) is considered to be donated to the Woodshop and may not be removed.

11. Maintenance of all equipment will be the responsibility of the Director of Maintenance. General maintenance including maintenance related adjustments and replacement of parts will be conducted under the supervision and direction of the Director of Maintenance. No member is to perform such tasks without the authority of the Director of Maintenance. This policy insures the highest level of service and safe operation of our equipment. A list of authorized maintenance team members will be posted in the monitor book.

**Material Guidelines and Safety:**

1. **NO treated lumber, used lumber, metal, PVC, glass (including glass blocks), or cement board (“Hardiplank®” type material)** is to be worked on in the woodshop. Other material may be excluded from the shop if its use is felt to be dangerous to workers or harmful to the equipment.
2. **Personal** sanding belts **cannot** be used on the Wide Belt Sander and **personal** band saw blades **cannot** be used on Band Saws.
3. Overnight storage of **personal wood and/or projects** is permitted only when an individual is working on a single project will **return the following morning** to work on that project. This pertains to all areas inside and outside the Woodshop. One **cannot** store wood that will be used for multiple projects even though the individual is in the Woodshop daily. Failure to comply with this policy will result in the wood and/or projects be removed from the Woodshop. The Board may designate wood storage areas for club projects. Further, if wood is to be left for any reason the name of the person leaving it must be attached to the wood. If the wood is left in a clamped state, the attachment must also include when it was clamped and when it can be unclamped (no longer than 3 hours after clamping).
4. Storage of any flammable items, of any kind, will not be permitted in the shop.
5. **ALWAYS** examine your board for loose knots, sand, gravel, rocks, screws, or nails before cutting or planing.