

Woodshop Monitor's Responsibilities & Procedures

1. MONITOR'S OBJECTIVE

- 1.1. Safety is the Monitor's primary responsibility. Helping members with projects is secondary.
- 1.2. The Monitor must act as "Monitor" only. Pay attention to members doing active work, especially members using machines that pose the highest risk of injury. The Monitor has the authority to shut down and close the shop if unsafe conditions persist. The Monitor also can and should enlist the help of all others in the shop to correct a problem.
- 1.3. Monitors must devote their full time to shop floor safety. This means Monitors may neither read nor work on their own projects while they are monitoring.
- 1.4. Our By-Laws require that we have a Monitor on duty in order to be open. However, being a Monitor does not require expert knowledge of woodworking tools. You may want to team up with an experienced Monitor to start. Although each shift is only four (4) hours, it is an excellent opportunity to meet other members, observe what other members are making, and so on. Monitoring should be a learning experience. Ask questions.
- 1.5. We recommend that you phone the next person following your shift to remind them that their monitor shift is next. The morning Monitor should not leave until the afternoon Monitor has arrived.

2. MONITOR DUTIES

- 2.1. Wear the orange vest to identify yourself as the Monitor in charge.
- 2.2. Make sure that everyone signs in. One sign-in per day per member is sufficient.
- 2.3. Check each member for a current "sticker" on their CA name tag, which indicates an up-to-date membership. The name tag must be worn at all times while in the shop.
- 2.4. Be available to conduct a shop tour for guests, residents, and sales people. If shop is very busy, ask another member to conduct the tour.
- 2.5. Ensure everyone is wearing the appropriate apparel, including necessary safety equipment, such as eyewear, and closed-toe shoes.
- 2.6. All supplies and materials, except dowels which are stored in Modelers' area, are in the locked Supply Cabinet on the back wall, center. The keys are in the Monitor's drawer (the upper left desk drawer). The prices are marked on the cabinet door or container in the cabinets. Even though we are on the honor system, encourage the member to put money in the money box in the cabinet. Be sure to relock the cabinet and return the key to the Monitor's drawer.
- 2.7. **Guards should always be used on the table saws!** If a member removes a guard (at his/her own risk), they must replace it before leaving the saw.
- 2.8. Keep the dust collection system valves open when anyone is machining or creating dust. Shut down the system if no one is creating dust.

- 2.9. Encourage each member to clean up after using each piece of equipment. Don't be intimidated. The Monitor is not the janitor. The Monitor's duty is to ensure that members clean up after themselves.
- 2.10. Make notes about any problems, such as machine alignments, dull tools, or low stock.
- 2.11. Leave these notes in the proper mailbox on the wall above the Panic Button.
- 2.12. This is a note of explanation for handling money and reimbursement receipts.

All money or checks collected should be put in envelope (from black holder) with information completed on FRONT of envelope. Please explain clearly what the money covers, i.e. Renewal Dues, Safety Training Fee, reimbursement for materials, contribution for card holder, etc. SEALED envelope should be put in locked box on Monitor counter. The Treasurer will collect envelopes from the box and credit the proper account.

All receipts for expenditures should be put in envelope (from black holder) with information completed on the BACK of envelope and deposited in locked box on Monitor counter. Please note that the expenditure must be approved in writing by the President prior to submitting for reimbursement. The Treasurer will collect the envelopes from the box and write checks as reimbursement for the expense. Checks will be placed in sealed envelope (with recipient's name) in the plastic Treasurer's box on wall behind Monitor station.

- 2.13. The wide belt sander power switch key, located in the Monitor's drawer, is to be released to a member only after the Monitor -
 - a) has verified that the member is an approved user (consult list on Monitor's desk),
 - b) has inspected the wood to be sanded, and
 - c) verifies that only **HARDWOOD** is being sanded.
- 2.14. Policy on use of lathe equipment -
 - a) The lathes are to be used only by those members that have attended a use and safety training class for these machines.
 - b) A key (marked "lathe") that allows access to lathe tools and accessories is kept at the monitor's station along with a list of authorized users.
 - c) The monitor is to release the key to authorized users only.
 - d) User is responsible for returning the key to monitor after locking up all tools and accessories.

3. SAFETY AIDS

- 3.1. The red Panic Button is located beside the desk on the West wall. Press this button if any situation develops that requires sudden shut down of the main machines. This shuts down all machines by tripping the main breaker to the power panel for the machines. **Have all members stand clear of machines when the circuit breaker is reset.** The house lights and central vacuum system are not on these circuits and will not be turned off.

- 3.2. First aid kit is located on cabinet next to Women's restroom. Become familiar with its contents.
- 3.3. Learn the location of the fire extinguishers and familiarize yourself with their operation.

4. EMERGENCY

- 4.1. The Monitor or delegate must call 911 whenever there is an injury accident of a serious nature. Provide the 911 operator with
 - a) the name of person calling,
 - b) the woodshop phone number: **512/868-9663**
 - c) the woodshop address is **1303 Sun City Blvd** (diagonally across from Fire Station #3 in Sun City),
 - d) a description of the injury and its severity,
 - e) the name of injured person and,
 - f) any known vitals, such as age and medical conditions.
- 4.2. Notify the Community Association at 864-1200 immediately after calling 911.
- 4.3. Solicit help from the other members in the shop to aid the injured and clean up. If bleeding occurs, try to get person seated at the sink.
- 4.4. After providing all the help possible to the injured, the **Monitor must enter the incident in the safety record log.** The log (hardbound notebook) is located in the Monitor's drawer. Inside the cover of the log is a minimum checklist of items that must be recorded is in the logbook. Sign and date the new entry.
- 4.5. Notify a Sun City Woodworker Club Officer of the incident as quickly as possible. Note which officer was contacted in logbook.

5. DOS AND DON'TS

- 5.1. DO NOT ALLOW the following materials in the Woodshop for any type of work, cutting, drilling, sanding, sharpening, etc.:
 - a) treated lumber
 - b) used lumber
 - c) PVC
 - d) glass or glass blocks
 - e) cement boards (“Hardiplank®” type material)
 - f) metal of any kind
- 5.2. DO check all material to be planed or sawed for metal with the blue metal detector located at the front desk. Also examine materials for embedded stones and concrete coatings. The Monitor must witness the "check" and approve use of the wood in shop equipment. Additional information can be found on the checklist on the blue detector. Any wood that is suspect should not be allowed in the Shop.
- 5.3. DO NOT work with fresh glue-ups (glue that is not dry to the touch).
- 5.4. DON'T use new “sappy” pine or any other wood that is damp or wet in power sanders.
- 5.5. DON'T run painted lumber through power sanders.
- 5.6. DO scrape hardened glue from jointed surfaces to be sanded.

6. START-UP – OPENING

- 6.1. A Sun City Woodworker Club Officer opens the shop doors by 8:30 a.m.
- 6.2. Unlock the push bars on the East door using the hex key hanging on the wall beside the door. Press in on the push bar and turn the key to latch it. Unlatch one or both doors as necessary.
- 6.3. Turn on lights as needed.
- 6.4. Sign in as the Monitor. Write "Monitor" in the right hand column beside your name. Enter the correct date.
- 6.5. Wear the Monitor's vest.
- 6.6. Ensure the guards are in place on both table saws.
- 6.7. Turn "ON" the air compressor by moving the power switch on the breaker box next to the compressor shed on the back of the woodshop
- 6.8. **TUESDAY AND FRIDAY MORNING MONITOR** – Empty all four vacuum barrels into the dumpster in back of shop. Solicit help from other members to assist.
- 6.9. Turn on the dust collection vacuum system when warranted.
- 6.10. Make coffee.

7. SHUT-DOWN – CLOSING

- 7.1. Shop closing time is 4:30 p.m., clean up and project shut down starts at 4:00 p.m. Do not allow any new projects to start after 4:00 p.m.
- 7.2. Turn off the coffeepot. Dump old coffee in the sink and rinse the pot.
- 7.3. Make sure all equipment is shut off.
- 7.4. Return all hand tools except hand sanders to the tool rack or tool room.
- 7.5. Hand sanders are to be left on sanding table. Monitor should remove worn sand paper from circular sanders.
- 7.6. Remove any bits from the drill press and router table and put them away.
- 7.7. Brush or vacuum dust and shaving from benches and equipment. Air blasting should **not** be used to clear machines. Keep the dust collection system running during clean up.
- 7.8. Clear all counters of wood and sawdust.
- 7.9. Sweep floor. The dust collection system should not be used to pick-up large chips. Use a dustpan!
- 7.10. Check all three floor vacuums to determine if they need emptying.
- 7.11. Dump trash barrels in the dumpster in the back of the building. Ask for help if needed. Block the back door open when dumping to avoid being locked out.
- 7.12. Turn off the dust collection system when clean up is complete. The shaker will run for a short period after shut off.
- 7.13. Do not adjust the thermostat at any time. Contact a Sun City Woodworker Club Officer if there is a problem.
- 7.14. Turn “OFF” the power to the air compressor by moving the handle on the breaker box next to the compressor shed on the back of the woodshop.
- 7.15. Remove the Monitor’s vest and place it in the Monitor's drawer.
- 7.16. Make sure the key for the cabinet containing screws, etc. is in the Monitor desk drawer.
- 7.17. Turn off all lights except ceiling light over Monitor’s desk and back security light, and close the tool room door.
- 7.18. Release the push bar on front doors with the hex key (hanging left of door). The doors will automatically latch when closed.
- 7.19. Make sure all doors are locked. Turn Open/Closed sign to “Closed”.
- 7.20. Check to see that the doors have latched when you leave.