

**OPERATING RULES
Clubhouse 4 Woodshop**



A. General

1. Residents and guests must sign in upon arrival at the facility.
2. Work quietly in the studio/workshop. Moderate voices and sound respectfully. Silence phones; use them outside if necessary.
3. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
4. Protect facilities and equipment, and enforce all policies and operating rules. Recreation staff has the final authority to determine safe procedures. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
5. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
6. Refer to the studio/workshop procedures for SawStop table saws, special setups, fence, miter gauge, sled, band saws, abrasive finishing machines, disc/belt sanders, wall mounted panel saw, drill presses, planer, radial arm saw, air staplers/nailers and/or material handling.

B. Safety

1. Do not wear jewelry, gloves, neckties or loose clothing that could get caught in moving equipment parts. Remove coats and jackets and roll up loose sleeves.
2. Wear required nonslip, closed-toe footwear. A doctor's note is required if closed-toe shoes cannot be worn.
3. Tie back long hair away from the face; do not let it "fall" into work.
4. Wear safety glasses or a face shield when performing any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
5. Ensure you have adequate light so you don't strain your eyes.
6. Keep your eyes on the cutting action always.
7. Advise the volunteer supervisor of a potential safety danger.
8. Overconfidence leads to carelessness, which causes accidents.

C. Bench Organization

1. Keep project materials carefully organized on your bench; locate tools near the center.
2. Do not pile tools on top of each other.
3. Do not allow edged or pointed tools to extend out over the edge of the bench.
4. Close your vise when not in use and ensure the handle is turned downward.
5. Keep drawers and cabinet doors closed.
6. Do not leave material on the floor.
7. Sign tools out for use and return them to the volunteer supervisor when finished.
 - a. Find the tool sign-out sheet next to the woodshop sign-in sheet.

D. Carrying Tools

1. Keep sharp-edged and pointed tools turned downward.
2. Do not swing or raise your arms over your head while carrying tools.
3. Carry only a few tools at one time (unless they are in a special holder).
4. Do not carry sharp tools in clothes pockets.

E. Clamping Stock

1. Mount the work in a vise, clamp or special holder whenever possible. This is especially important when using chisels, gouges or portable electric tools.

F. Cleanliness

1. Keep your hands clean and free of oil and grease.
2. Keep the machine clean.
3. Remove all tools, lumber and unnecessary materials.
4. Do not leave objects on any machine. Objects left on machinery can vibrate into revolving cutters and be thrown from the machine with great force.
5. Do not clean a machine while it is running.
6. Use the provided hand brush and dustbins.

G. Shop Use Safety Regulations

1. Electricity

- a. Ensure a machine's, ensure the switch is in the "off" position before plugging it in.
- b. Use the correct extension cord, wire size determined by the length of the cord and size of the motor. Using a too-small wire will cause the tool to overheat.
- c. Keep all power cords away from blades and cutters while working. Ensure the power tool is grounded; a double-insulated case need not be grounded. Check with the volunteer supervisor if unsure about this procedure.
- d. Turn off the machine immediately if anything unusual occurs. If the machine does not sound right, turn it off immediately. As soon as it stops completely, inform the volunteer supervisor.

2. Fire Protection

- a. Advise the head volunteer supervisor and/or obtain approval before bringing any flammable liquids into the woodshop.
- b. Familiarize yourself periodically with the location of all fire alarms and fire extinguishers.
- c. Ensure finishing materials and thinners, etc., are used only in approved areas.
- d. Close cans of finishing materials and thinners immediately after use.
- e. Use flammable liquids in very small quantities. Ensure the container is labeled and sealed.
- f. Consult the resident/guest working near you to evaluate whether any potential crossover hazards are present.
- g. Dispose of oily rags and other combustible materials immediately or store them in an approved container. See the volunteer supervisor on duty for the location.

3. Floor Safety

- a. Keep the floor clear of scrap blocks and excessive litter. Keep projects, saw horses and other equipment and materials out of traffic lanes.
- b. Wipe up any liquids spilled on the floor immediately.

4. Material and Project Storage

- a. Store and stack project work carefully in assigned areas. These areas are marked yellow on the ground in front of the windows.
 - b. Work on one project at a time. Finish projects in a timely manner.
 - c. Clearly mark projects with the owner's name, phone number and date.
 - d. Do not use woodshop for long-term storage. Clearly mark items left in the woodshop with the owner's name and phone number and the date. Items are left at the resident's risk. Items left more than 60 days will be disposed.
 - e. Secure help with long boards, even if they are not heavy.
5. Odors
- a. Be alert for any odors that might indicate overheating of the machine or stock.
 - b. Stop cutting and inform the volunteer supervisor if you smell a distinct smoky odor, which can be emitted when wood is cut by dull blades.
6. Power Equipment Safety
- a. Use power wood-working machines depending on your individual knowledge of and ability to use them in compliance with Woodshop operating rules.
 - b. Keep red-striped areas in front of circuit breaker panels clear of all obstructions.
7. Safety Guards
- a. Ensure all safety guards are in place. Never remove a safety guard unless the safety guard presents a danger. Check with the volunteer supervisor if unsure about setup before work begins.
8. Tool Selection and Use
- a. Select the proper size and type of tool for the work. Ensure the tool is sharp and in good condition. Inform the volunteer supervisor if tools are broken, have loose handles or need adjustment.
 - b. Hold a tool in the correct position (while using it) in both hands with the cutting motion away from your body and away from other residents/guests.
 - c. Be careful when using your hand or fingers as a guide to start a cut. Test tool sharpness with a strip of paper or a scrap of wood. Do not use your fingers to test.
 - d. Stay alert and always keep your hands a safe distance from cutters and blades.
9. Water/Solvents
- a. Do not work in or around water/liquids with power tools. Water increases the chance of severe electrical shock; solvents increase the chance of fire.
10. Wood
- a. Check stock carefully for knots, splits and other defects that can pose a danger and damage tools. Old wood must be free of nails, staples, fasteners, etc. Due to toxicity, no treated wood will be approved for cutting in the woodshop.
 - b. Do not use power saws on tree limbs or stumps without the proper jig and approval of a volunteer supervisor.
11. General Power Equipment Safety Guidelines
- a. Cut all metals only in the metal shop.
 - b. Do not operate a machine when tired or ill.
 - c. Consult with the volunteer supervisor on duty if you have any doubts about the use of a machine or your ability to use it.
 - d. Avoid using machines for trivial operations, especially on small pieces of stock.

- e. Understand that a fee may be charged if a machine is damaged due to neglecting proper operating procedure.
- f. Ensure any project helper is well informed on what is expected.
- g. Make all necessary adjustments before turning on the machine.
- h. Do not remove or adjust a safety guard.
- i. Know that the SawStop table saw is equipped with a safety brake that may be tripped if used incorrectly; a fee will be charged for each tripped brake.
- j. Use only approved push sticks, push blocks, feather boards and other safety devices. Know the operations that require the use of a special jig or fixture.
- k. Keep the machine tables and working surfaces clear of tools, stock and project materials. Keep the floor free of scraps and excessive litter.
- l. Avoid distractions while operating a machine. Do not distract other residents/guests using machines.
- m. Allow the machine to reach full operating speed before starting to feed the work.
- n. Do not leave a running machine unattended.
- o. Feed wood carefully and only as fast as the machine will easily cut.
- p. Maintain the margin of safety specified for the machine. Keep more than the required minimum distance between your hands and the cutting tool while in operation.
- q. Shut off the power and inform the volunteer supervisor on duty if a machine is dull, out of adjustment or not working properly.
- r. Shut off power when you have completed an operation on a machine; wait until the machine stops before leaving it or setting up another cut.
- s. Stay clear of machines operated by others. See that others are out of the way when you are operating a machine.
- t. Avoid crowding around or waiting in line to use a machine; request that the current operator inform you at your work bench when they finish.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.