

**GRF OPERATING RULES  
Clubhouse 4  
Woodshop Studio**



**A. General**

1. Residents and guests must sign in upon arrival at the facility.
2. A volunteer supervisor must always be present during studio hours. Studios will remain closed unless a volunteer supervisor is on duty.
3. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
4. Residents and guests must work quietly in the studio. Moderate voices and sound. Silence phones; use them outside if necessary.
5. Residents cannot be under the influence of alcohol, drugs and/or medication that may alter their ability to use equipment safely.
6. Food and coffee cups are prohibited on any machinery; water bottles are permitted.
7. Staff has the final authority to determine safe procedures. Volunteer supervisors may determine whether a resident is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
8. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
9. Club meetings and events do not have priority use. Club events must be approved by the Recreation and Special Events Department to take priority at the facility.
10. Refer to the studio 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. Nonslip, closed-toe footwear is required.
3. Tie back long hair away from the face; do not let it "fall" into work.
4. Safety glasses or a face shield are required when performing any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
5. Always watch the cutting action.
6. Inform the volunteer supervisor of a potential safety danger.

**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, pointed tools, objects or long pieces of wood 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. The tool sign-out sheet is located 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 machines clean.
  3. Remove all tools, lumber and unnecessary materials from your work area.
  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.
  7. Clean tools after each use.
- G. Shop Use Safety Regulations
1. Electricity
    - a. Ensure the machine's 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 or it does not sound right. As soon as it stops completely, inform the volunteer supervisor.
  2. Fire Protection
    - a. Advise the 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 thinner immediately after use.
    - e. Use flammable liquids in very small quantities. Ensure the container is labeled and sealed.

- f. Consult the resident 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, sawhorses 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. Items are left at the resident's risk.
  - e. Do not use the woodshop for long-term storage. Clearly mark items left in the woodshop with the owner's name and the date. Items left more than 30 days will be discarded.
  - f. Secure help with long boards, even if they are not heavy.
5. Odors
  - a. Stop cutting/sanding/planing if a distinct smoky smell is detected or smoke starts forming. Inform the volunteer supervisor immediately.
6. Power Equipment Safety
  - a. Use power woodworking 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.
  - b. Read all posted machine labels before each use due to potential danger zones.
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.
  - 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 powerful machines for trivial operations, especially on small pieces of stock. Use a hand tool instead.
- e. Understand that a fee may be charged if a machine is damaged due to neglecting proper operating procedure.
- f. The project helper must be a resident of the community with a valid resident ID, must sign a waiver and must be well-informed on the expectations of assisting.
- g. Make all necessary adjustments before turning on the machine.
- h. Do not remove or adjust a safety guard.
- i. The SawStop table saws are equipped with a safety brake that may be activated if used incorrectly; user will be charged a fee for each activated brake and blade.
- 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 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 safety margin 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 the 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 and Special Events 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. GRF is authorized to take disciplinary action against a member found in violation of the operating rules. Register a complaint by contacting the Security Services Department at 949-540-1400 or the Compliance Division at [compliance@vmsinc.org](mailto:compliance@vmsinc.org) or 949-268-CALL.