

Center for Creativity

Williamsport Community Woodshop

Work Rules

The following rules are designed for your safety and the safety of others. Non-compliance to these rules may result in your expulsion from the workshop.

Please remember that what you do may affect the safety of others, and what others do may affect your safety. Sometimes we all do things that we may not realize is unsafe or we get caught up in the moment and do things that are not completely safe. In this light, it is your responsibility to address unsafe behaviors of others in a constructive manner - - failure to do so may result in a serious injury of yourself or a fellow member. None of us want to see someone else injured, so please do your part in helping all of us improve our safety.

1. A Woodshop Staff Member or Class Instructor must be present for a Member to use the Woodshop. Woodshop Staff Members or Class Instructors have full discretion to limit Member's use of any or all equipment because of behavior deemed unsafe to the Member, other shop users, shop staff or equipment.
2. No property of the Woodshop shall be removed from the shop – even to the parking lot or another part of the Pajama Factory – without the express approval of the Woodshop staff.
3. Always behave courteously and respectfully toward others. Profanity, vulgarity and obscene gestures will not be tolerated. Any and all conflicts with other members or staff should be brought to the attention of the Woodshop Managers.
4. Members must be a minimum 18 years of age.
5. Members will be given a baseball hat of a color that designates your qualifications and equipment access. You must wear this hat at all times while inside the shop.
 - 5.1 ORANGE hat = Level ONE Member (Novice)
 - 5.2 GREEN hat = Level TWO Member (Intermediate)
 - 5.3 BLACK hat = Level THREE Member (Expert)

- 6 A Level ONE Member may operate ONLY the equipment they have been qualified on.
- 7 All machines are equipped with guards. It is the member's responsibility to assure that such guards are in place, properly affixed and in good repair. Any deficiencies shall be cause to discontinue operation of the machine and immediate notification of a staff person or instructor.
- 8 Whenever possible, use the manufacturer's provided guards. If a guard is to be disabled or inhibited to perform a specific operation, a Woodshop Staff Member must be consulted first.
- 9 DO NOT stand directly behind materials being "fed" into and/or through a machine, as they could be 'caught or bind' in the blades or cutters and be "fired" out of the machine. These fast moving objects can NOT be dodged and can cause severe injury.
- 10 Prepare before you arrive. Woodworking can be a dangerous activity. Mentally and physically prepare yourself to remain focused and act in a safe manner during any activity in the Woodshop.
- 11 All members are assigned full responsibility and authority to remove from use all equipment whose operation constitutes a hazard to personnel, property, or both.
- 12 Broken machines, machine guards, tooling, blades, etc. must be reported immediately to a staff person or instructor.
- 13 Members and their guests are responsible for conducting themselves in a businesslike manner while in the shop. Running, horseplay, throwing objects and similar conduct are not permitted.
- 14 Members are responsible for complying with all posted safety signs, wearing proper personal protective equipment, and reporting hazardous conditions and/or equipment to a staff person or instructor.
- 15 Members who break machines or tooling, either through negligence, abuse or misuse, must pay for repairs or replacement.
- 16 Hearing protection is highly recommended while inside the shop. Ear muffs or foam ear plugs (with an NRR rating of 21dBA or better) are acceptable (cotton is not acceptable).

- 17 Proper “safety” eye protection (labeled as meeting ANSI -Z87 standards) is highly recommended while inside the shop. Street glasses will NOT meet this requirement. However, “safety” glasses worn over your street glasses will provide the proper protection.
- 18 Never wear gloves when working around rotating or reciprocating machines, as the gloves can become caught and pull your hand into the moving machine parts.
- 19 Flip-flops, sandals, and open toes shoes are not allowed in the shop.
- 20 Do not wear loose or dangling clothing, gloves, neckties, jewelry, headphone wires, or bracelets that can get caught in moving machines.
- 21 Long hair must be contained to avoid becoming entangled in equipment.
- 22 Sleeves must be either buttoned at the cuff or rolled up above the elbow and loose clothing tucked in at the waist, or you may wear an apron.
- 23 It is recommended that you use a dust mask when performing tasks such as sanding that generate large amounts of dust.
- 24 A neat, clean and orderly work space is fundamental to the establishment and maintenance of a safe and healthful work environment. All members are responsible for keeping their work areas in a neat, clean and orderly condition. Remove scraps and non-essential materials from tables and work surfaces before, during and after performing any task or procedure.
- 25 Excessive saw dust, wood ‘off-cuts’, and other debris that may present a trip hazard are to be cleaned up immediately.
- 26 All materials must be stacked in a safe and orderly manner.
- 27 All tools are to be put back where they belong after use.
- 28 At the end of your work day, each member must clean up all sawdust and debris before leaving the shop.
- 29 Electrical panels and control boxes are OFF LIMITS to all members. If you notice someone tampering with electrical controls or panels, notify a staff person immediately.
- 30 Clear access must be maintained to emergency and fire equipment. Do NOT stack materials such that this access is blocked at any time.

- 31 It is your responsibility to know where first Aid supplies, Fire Exits, Fire Extinguishers, and Emergency Stop Buttons are located. A staff person will point these out to you during your orientation tour.
- 32 It is your responsibility to learn how fire extinguishers work, and to use them properly whenever necessary. You are to report any used, damaged or deficient fire and emergency equipment to a staff person or instructor.
- 33 Always stop tools and equipment before removing scrap. Sweep or vacuum chips and dust from surfaces and floors before leaving a tool or machine. Floors can be slippery when dusty – you are expected to clean up after yourself (your mother probably will not be in the shop to do this for you).
- 34 When changing bits, blades, wire brushes or other tooling, the power source (including air, hydraulics, electricity, etc.) must be disconnected, and all stored energy shall be dissipated or bled-off.
- 35 Grinding wheels and disks must be rated faster than the maximum speed of the machine where they are to be used.
- 36 Before installing any grinding wheel, it must be checked for cracks or damage. If defective, such wheels shall be immediately given to a staff person or instructor.
- 37 All compressed air used for reasons other than operating equipment is to be regulated to no more than 30 psi nozzle pressure, and must be equipped with an OSHA approved nozzle.
- 38 Do not get your hands any closer than absolutely necessary to moving machinery or moving material.
- 39 Do not attempt to put belts on pulleys, while the pulley is in motion.
- 40 Do not leave equipment operating unattended. Turn it OFF and wait until it has stopped moving, before you step away. Once you are finished with a machine, make sure it is left in a safe condition, and ready for the next person's use.
- 41 Hand tools, portable tools, clamps, tooling, blades, bits, etc. are to be returned to their proper storage location, regardless of where you found them.
- 42 Sharp cutting tools require less force during use and as such are much safer.

- 43 Use clamps or vises to hold work whenever possible. Be sure tools are properly mounted to bench or tabletop. Never use drills, chisels, saws or other tools while holding the material in your hand.
- 44 Do not overreach and always be aware of your hand positioning.
- 45 Maintain proper footing and never reach across a piece of operating machinery.
- 46 Use the correct tool for the task at hand. Do not force the tool or its guards to do more than their intended purpose. Tools and machines do not have brains - - so be sure to use yours.
- 47 Do not cut or machine material that is too small or too large for the machine or you can handle. Get help or use a different machine or technique - - ask a staff person if you are unsure of a safe way to do such tasks.
- 48 Never operate tools or equipment under the influence of drugs, alcohol, medication or other substances. Many cold remedies can impair attention and good judgment.
- 49 Be aware of the people around you and do not create a distraction that may cause them harm.
- 50 Never look away from the task at hand. Do not talk with observers or let them distract you, when using tools or equipment.
- 51 Know the machine you plan to use. Read all instructions carefully. Check with the Woodshop Staff if you have forgotten ANYTHING pertaining to a particular machine or tool before attempting to use it. Better to ask than to get hurt!
- 52 Dust collectors must be used at all times when operating machinery. Always be sure to open and close blast gates at the machine you are using.
- 53 Only use wood that is free of metal or resins. Any metal or hardened resins (Gorilla Glue, Bond-O, etc.) will damage our tools and cutting surfaces. Reclaimed or salvaged wood may not be used without prior approval from a staff person.
- 54 Your use of non-wood materials (plexiglass, aluminum, etc.) will require approval by a **Woodshop Manager** prior to their possible use - - we must evaluate the effect to our machines as well as a safe method of machining the materials.

55 KEEP WOODSHOP STAFF NOTIFIED. REPORT IMMEDIATELY:

55.1 Unsafe conditions, potential hazards or emergencies.

55.2 Tools not functioning properly or requiring maintenance or sharpening.

5.2 ANY and ALL accidents, no matter how minor the injury may seem to you.

56 IF AT ANY TIME YOU ARE UNSURE. . . . ASK !!! The Staff and Instructors are here to help you - - just ask us!