

<p>OPERATING RULES Clubhouse 4 Wood Shop</p>	 <p>Laguna Woods Village®</p>
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A. Personal Safety

1. Dress properly for your work. Wear no loose jewelry, gloves, neckties, or loose clothing that could get caught in moving parts.
2. Non-slip, covered toe footwear is required.
3. Remove coats and jackets and roll up loose sleeves.
4. Long hair should be tied back away from the face and not allowed to “fall” into work.
5. Do not wear loose clothing, gloves (except thermal OVE gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts.
6. Non-slip, covered toe footwear is required.
7. Medication that does not allow you to drive also does not allow use of any machinery.

B. Bench Organization

1. Keep your project materials carefully organized on your bench with tools located near the center. Do not pile tools on top of each other. Never allow edged or pointed tools to extend out over the edge of the bench. Close your vise when it is not in use and see that the handle is turned down. Keep drawers and cabinet doors closed. Sign tools out for use and return them to the on Duty Supervisor when finished.

C. Carrying Tools

1. Keep sharp-edged and pointed tools turned down. Do not swing or raise your arms over your head while carrying tools. Carry only a few tools at one time, unless they are in a special holder. Do not carry sharp tools in the pockets of your clothes.

D. Clamping Stock

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

E. Cleanliness

1. Keep your hands clean and free of oil and grease. You will do better and safer work and both tools and your project will stay in better condition. Keep the machine clean. Remove all tools, lumber, and unnecessary materials. Objects left on the machine can vibrate into revolving cutters and be thrown from the machine with great force. Never clean a machine while it is running.

F. Confidence

1. As you successfully use the Wood Shop you will gain confidence. Do not become too confident. Over confidence leads to carelessness which causes accidents.

G. Consideration of Others

1. Be thoughtful and helpful toward other workers in the Wood Shop. Be sure that the work you are doing does not endanger someone else. Caution other workers if they are violating safety rules or advise the room Supervisor of a potential safety danger.

H. Eye Protection

1. Wear safety glasses or a face shield when doing any operation that may endanger your eyes. Be sure you have enough good light to see what you are doing without straining your eyes. Always keep your eyes on the cutting action. Concentrate on what you are doing at all times.

I. Injuries

1. Report all injuries, regardless of severity to the Supervisor on duty. Any significant or (911) medical call injuries must be reported to Clubhouse Four Staff. Staff will call Security and make sure the incident is properly documented.

J. Shop Use Safety Regulations

1. Electricity

- a. Before plugging in a machine make sure the switch is in the "off" position.
- b. When using an extension cord use the correct wire size. This is determined by the length of the cord and size of the motor. Using a wire size that is too small will cause the tool to overheat.
- c. Keep all power cords away from blades and cutters while you work. Make sure the power tool is grounded – a double-insulated case need not be grounded. Check with the Supervisor if unsure about this.
- d. If anything unusual happens, turn off the machine immediately. If the machine does not sound right, turn it off immediately. As soon as it stops completely inform the Supervisor on duty.

2. Fire Protection

- a. Advise the Head Supervisor and/or obtain approval before bringing any flammable liquids into the Wood Shop.
- b. Re-familiarize yourself periodically with the location of all fire alarms and fire extinguishers.
- c. Make sure to use finishing materials and thinners, etc. only in approved areas. Make sure you are in a project space that allows such materials to be used.
- d. Close cans of finishing materials and thinners immediately after use.
- e. Use flammable liquids in very small quantities. Be sure the container is labeled and sealed.
- f. Consult workers near you to evaluate whether any potential crossover hazards might be present.
- g. Dispose of oily rags and other combustible materials immediately, or store them in an approved container. See the Supervisor on duty for the location.

3. Floor Safety

- a. The floor should be kept clear of scrap blocks and excessive litter. Keep projects, saw horses, and other equipment and materials out of traffic lanes.
- b. Immediately wipe any liquids spilled on the floor.

4. Material and Project Storage

- a. Project work must be stored and stacked carefully in assigned areas. The area is marked yellow on the ground in front of the windows.
- b. One project at a time. Projects need to be finished in a timely fashion.
- c. Projects must be clearly marked with Name, phone number and date.
- d. The Wood Shop is not to be used for long term storage. Items left in the Wood Shop must be clearly marked with the name and phone number of the owner and the date. Items are left at the residents' own risk. Anything left more than 60 days will be disposed of.
- e. Secure help with long boards, even if they are not heavy.
- f. Supervisors will be granted a locker inside the shop and a additional material storage in the supervisor storage room. Lockers and material must be marked with name and phone number.

5. Odors

- a. Be alert for any odors that might indicate over heating of the machine or stock.

6. Power Equipment Safety

- a. Modern power wood working machines can save large amounts of time. Learning how to use them safely is most important to the worker and the Wood Shop. Whether or not you are approved to use power equipment depends entirely on your knowledge of and ability to use them in compliance with the Wood Shop's Operating Rules.
- b. Know and understand the general safety rules. Before operating any power tool or machine you must become thoroughly familiar with the way it works and the correct procedures that determine its use. When the correct use of the machine is learned you will use it in the safest manner.
- c. Red striped areas in front of circuit breaker panels must be kept clear of all obstructions to panels.

7. Safety Guards

- a. Make sure all safety guards are in place. Never remove a safety guard unless the safety guard presents a danger. If at all unsure about your setup before you begin working, check with the Supervisor.

8. Supervisor on Duty

- a. The Supervisors' schedule is arranged and posted in the Wood Shop by the Head Supervisor who works directly with the Clubhouse Four Supervisor.
- b. Anyone wishing to serve as a Volunteer Supervisor must submit a volunteer application to the Head Supervisor.
- c. When unable to cover an assigned shift the Volunteer Supervisor will arrange for alternate coverage in advance and advertise on the "Substitute Needed" form, that they are looking for a temporary replacement In case of a long term absence, let the clubhouse supervisor know.
- d. When the Supervisor on duty exits the Wood Shop it must be empty of people, all electrical machinery must be turned off, the windows and cupboards must be locked, and the floor must be ready for the janitorial staff. The Supervisor will return the key along with any waiver and sign-in sheets to the clubhouse office upon leaving the facility.

9. Tool Selection and Use

- a. Select the proper size and type of tool for the work you wish to do. Make sure the tool is sharp and in good condition. Inform the Supervisor if tools are broken, have loose handles, or need adjustment.
- b. Hold a tool in the correct position while using it. Most edged tools should be held in both hands with the cutting motion away from your body and away from other workers.
- c. Be careful when using your hand or fingers as a guide to start a cut. Test the sharpness of the tool 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.

10. Water

- a. Never work in or around water/liquids with power tools. Water increases the chance of severe electrical shock. Solvents increase the chance of fire.

11. Wood

- a. Defects in wood can be dangerous and can damage tools. Check stock carefully for knots, splits, and other defects. Old wood must be free of nails, staples, fasteners, etc. Due to toxicity no treated wood can be approved for cutting in the Wood Shop.
- b. Use of power saws on tree limbs or stumps without the proper jig and approval of a Supervisor is prohibited.

12. General Power Equipment Safety Guidelines

- a. Stay wide awake and alert. Think through the operation before performing it. Know what you are going to do and what the machine can and will do. Never operate a machine when you are tired or ill.
- b. Consult with the Supervisor on duty if you have any doubts about the use of a machine or your ability to use it.
- c. Avoid using machines for trivial operations, especially on small pieces of stock. Do not become casual about the use of the machines.
- d. Accept accountability for controlling the machine you are using – start through stop. If someone is helping you be sure they understand what they need to know, to do, and how to do it.
- e. Make all necessary adjustments before turning on the machine. Consult with the Supervisor to clarify any doubt.
- f. Never remove or adjust a safety guard.
- g. Use only approved push sticks, push blocks, feather boards, and other safety devices. Know those operations which require the use of a special jig or fixture.
- h. Keep the machine tables and working surfaces clear of tools, stock, and project materials. Keep the floor free of scraps and excessive litter.
- i. Avoid distractions while operating a machine. Also be certain that you do not distract other machine operators.
- j. Allow the machine to reach full operating speed before starting to feed the work.
- k. Never leave a machine running while unattended.
- l. Feed the wood carefully and only as fast as the machine will easily cut.
- n. 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. If a safety brake is tripped see the Supervisor on duty immediately. A fee will be charged for each tripped brake.
- o. Shut off the power and inform the Supervisor on duty if a machine is dull, out of adjustment, or not working properly.

- p. Shut off the power when you have completed an operation on a machine; wait until it stops before leaving the machine or setting up another cut.
- q. Stay clear of machines being operated by others. See that others are “out of the way” when you are operating a machine.
- r. Avoid “crowding around” or waiting in line to use a machine; request that the current operator inform you at your work bench when he has finished his use.
- s. Utilize the common standards of courtesy to make the Wood Shop a safer and more pleasant place to work.

13. Specific Power Equipment Safety Guidelines

- a. To operate a machine safely you must know more than just how to turn it on and off. You must know how to perform the basic operations. You also need to know how to make simple adjustments. Above all you must know the machine’s limits. Always keep the machine at a safe and steady speed. Never push the machine into a job the machine is not designed to do. The equipment in the Wood Shop shall be operated using the manufactured safety standards (MSS).

b. Table Saws

- i. Each table saw is equipped with a safety brake and safety kickback guards to prevent personal injury. “Old” wood can be electronically scanned before use to determine if it will set off the safety brake. On occasions, new wet wood will set off the saw brake. Current wood scanning technology is not 100% accurate therefore the user is ultimately responsible for any material cut on the table saw that may set off the brake. The Shop Supervisor is available to perform these checks. For first time users: you must read the SawStop quick intro handout located in the sign in area.
- ii. To avoid personal injury or setting off the saw brake, push sticks or jigs must be used for cutting narrow stock.
- iii. (MSS) Keep hands out of path of the saw blade.
(MSS) Never reach over or around the saw blade.
(MSS) Never start saw with the blade engaged in the work piece.

c. Band Saws

- i. Check for the proper blade tension before applying power.
- ii. Cutting metals of any sort can only be done in the metal shop.
- iii. If the blade guides or rollers are not in alignment please ask a Supervisor to perform the adjustment; users are not to perform these adjustments.
- iv. The recommended blade guide height is no higher than ¼” above the work piece, adjust the guides accordingly to the thickness of your material
- v. The proper method to stop blade movement and to shut down the Agazzanni is to use the foot brake located on the right hand side of the saw.

d. Abrasive Finishing Machines

- i. These are not to be used on MDF (medium density fiber), plastics, Formica laminates, or wet wood and are not to be used to remove old paint or varnish.
- ii. (MSS) Never wear gloves or hold the work with a rag when using any sanding machine.
- iii. When using the flap and drum sander always sand on the lower half of the drum or flapper.

- iv. The minimum stock dimensions for the vertical belt sander (MSS) are no thinner than ½" and no narrower than ½".
- v. You must always sand on the downward side of the disk when using the disk sander (MSS).
- vi. The (MSS) minimum stock dimensions for using the belt fed horizontal sanders are no thinner than 1/8" and no narrower than ¼". See Shop Supervisor for material shorter than six inches. Sand very small increments to prevent damage to web fed belts and sanding drum. If belt stops and squeals, lower the table immediately.
- vii. Always feed your work against the direction of spindle travel when using the vertical spindle sander (MSS).

e. Lathes

- i. Recommended speeds with diameters of work are posted on the cabinet door (with the tools) and on the green lathe.
- ii. Do not wear gloves (MSS). Lathes are to be operated with eye protection at all times. A face shield is highly recommended.
- iii. When sanding, move the tool rest away from the turning piece (MSS).
- iv. When turning large diameter pieces such as bowls, always operate the lathe at lower speeds.
- v. Get proper introduction, from the most senior lathe worker on how to sharpen the lathe tools, before ruining them.

f. Joiner

- i. Never pass hands directly over the cutter head (MSS).
- ii. Make sure the cutter head is not contacting the work piece before turning on the power (MSS).
- iii. Always use hold-downs/push blocks for jointing material less than three inches in height or planing material less than three inches wide.
- iv. Do not perform jointing or planing operations on material shorter than 10 inches (MSS).
- v. Never make a joint or planing cut deeper than 1/8" (MSS).
- vi. Never perform jointing or planing operations on MDF (medium density fiber), or used or finished (painted or varnished) material.

g. Miter/Chops Saws

- i. When cutting stock shorter than three inches, let the saw blade come to a complete stop before raising the blade. This will prevent small stock from hitting the moving blade and being projected outside the cutting area.
- ii. Do not start the blade with it touching the wood stock.
- iii. Do not attempt to cut small pieces (three inches) without clamping (MSS).
- iv. Do not cut steel, iron, or masonry materials (MSS).

h. Scroll Saw

- i. Must be operated at the correct speed and with the correct blade for the thickness of the materials being cut.
- ii. Check for proper blade tension before use.

i. Wall Mounted Panel Saw

- i. Can be operated to cut horizontally or vertically. If unsure how these horizontal and vertical saws are set up, see the Supervisor.
- ii. Do not force wood stock through the saw, stop and check roller/material alignment.

j. Drill Presses

- i. Drill presses are to be operated at the correct speed for the material being drilled. If you do not know how to change the spindle speeds, contact the Supervisor.
- ii. Always make sure the chuck key is removed prior to turning on the motor.
- iii. When leaving the machine always remove the chuck key from the chuck.
- iv. Return all drill tables to a normal operating position as a courtesy to others.

k. Planer

- i. A courtesies announcement should be made to all the users in the shop, before using a loud machine.
- ii. Will not be used to remove old paint or varnish.
- iii. Will not be used on "particle board" plywood, or MDF (medium density fiber board) because of its glue content.
- iv. The use of earplugs is recommended.
- v. If possible, limit the use to 15min., preferable use the early hours in the morning or start at 3pm in the afternoon, since less users are in the shop.

l. Radial Arm Saw

- i. All stock must be securely held against the fence provided.

n. Router Table

- ii. It is recommended that the power cord be disconnected before installing or removing a router bit.
- iii. Always make sure the fence on your router table is locked into position before each use (MSS).
- iv. Always rout in two or more passes when large amounts of stock are being removed (MSS).
- v. Never bottom out the bit in the collet. Allow 1/8" clearance between the bottom of the router bit and the bottom of the collet.

o. Air Staplers and Nailers

- vi. Must have proper air pressure to prevent equipment damage.
- vii. See the Supervisor to validate the correct pressure.
- viii. Never point an air stapler or nailer at anyone.

14. Supervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. Supervisors also have the authority to enforce the shop rules and regulations.