

# **SPARK Woodshop Rules and Policies**

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*You must agree to abide by all the rules and requirements in this document before entering the shop space.*

## **1. Safety**

### **a. Attitude:**

- i. YOU ARE RESPONSIBLE FOR YOUR OWN SAFETY
- ii. Do not operate tools under the influence of any form of alcohol or drugs (prescription, over-the-counter, or otherwise) which may affect judgment or reaction time
- iii. Give all attention to the operation at hand; do one thing at a time.
- iv. Get approved for use on all power tools before attempting to use them
- v. Obey all tool-specific safety rules
- vi. If you are unsure of any policy, procedure, process, or project, ask one of the Woodshop Leads for help
- vii. Notify the Woodshop Leads of any damaged, missing, or non-functional equipment
  1. Particularly if it broke while you were using it. We don't want to yell at you, we just want to make sure no one gets hurt and it gets fixed as soon as possible
  2. Non-functional tools shall be marked or tagged to prevent further use
- viii. Seek first aid immediately for any injury
  1. A shop phone has been installed near the west entrance to the shop for emergency calls. The Spark address is above the phone.

### **b. Attire:**

- i. Safety glasses must be worn, even if just passing through the shop space
  1. Face shields are not a substitute for safety glasses. They are available for additional protection and are required for use of certain tools
- ii. Closed toe shoes are required at all times in the shop space
  1. Shoes with low or no heel are required when operating power tools or climbing ladders
- iii. Remove all baggy or loose clothing, wired headphones, or jewelry before operating any tools.
- iv. Long hair must be tied back before operating any tools
- v. Gloves may not be worn while operating any power tool
- vi. Dust masks or respirators are encouraged
  1. Dust from certain types of wood may cause irritation, especially after repeat exposure

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2. Spark has a limited supply of dust mask available; regular users SPARK Woodshop Rules and Policies SPARK Woodshop Rules and Policies are encouraged to invest in a quality respirator for comfort and safety
  3. Use the dedicated dust collection systems and the wood shop air filtration system to limit dust buildup.
- vii. Hearing protection is encouraged
    1. Spark tries to maintain a supply of earplugs and muffs for shop use. Please do not hoard the earplugs; they are a community commodity
  - viii. Long pants are encouraged
- c. Other Shop Users:**
- i. Do not distract other shop users from their work
    1. Move into line of sight of other shop users before attempting to attract their attention
    2. Stay clear of areas where other shop users may move unexpectedly without checking for your presence
    3. No photographs to be taken while classes are occurring without permission of the instructor
  - ii. Notify other shop users of pending loud noises or movements
  - iii. Assist other shop users in case of injury
- d. Materials:**
- i. Get permission from the Woodshop Leads before bringing any solvents, coatings, finishes, adhesives, or other chemicals into the woodshop
    1. Proper storage is required for all flammable chemicals. Flammable chemicals that are stored at Spark must be cleared with the Woodshop leads and stored in the designated cabinet when not in use.
    2. Oil based finishes and other high VOC finishes and solvents are prohibited in the woodshop
    3. Water based finishes may be used in the shop once permission has been granted by a Woodshop Lead.
      - a. If finishes being used have an appreciable odor, shop windows should be opened. Note that power tools cannot be operated with the windows open due to New London Noise Ordinance (see 1.e.iv, below).
      - b. If HVAC is operating in the shop, HVAC shall be shut off while the windows are open.
      - c. Windows shall be closed when leaving the shop for the day. If the HVAC was shut off, it shall be turned on again before leaving.
  - ii. No pressure treated lumber may be brought into the shop.
  - iii. Check all raw materials for nails, screws, staples, or other contaminants before use.

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1. Cutting heads interacting with unexpected metal pieces can damage both tool and user

### **e. Tools**

- i. All shop users must be signed off on any power tool before use
  1. Only the Woodshop Leads and delegated Instructors can approve users for tools
  2. See the posted lists to determine which users are approved for which tools
  3. Vacuum cleaners are exempted from this requirement
- ii. Inspect all tools before use
  1. Damaged tools should be taken out of service and reported to the Woodshop Leads.
  2. "Broken, Do Not Use" signs should be used to notify other members that a tool is broken
- iii. Inspect cutting edges or blades before use
  1. Dull or damaged cutters should be reported to the Woodshop Leads.
  2. Get permission from Woodshop Leads before sharpening Spark tools.
- iv. Shop windows must be closed before using power tools to prevent violation of New London noise ordinance.
- v. Disconnect power before making any changes to tool configurations (if allowed, see User Levels)
- vi. Safety guards on tools may not be removed without permission from the Woodshop Leads
- vii. Stock shall be kept clear of all cutting blades while blades are coming up to speed.
- viii. Shop users must remain at tools until all cutting blades come to a complete stop
- ix. Shop users are responsible for cleaning the tools and surrounding space before leaving the shop

### **2. Shop Policies:**

#### **a. User Access:**

- i. All users must be cleared for shop access. Users who have agreed to abide by this document shall be granted door access to the woodshop.
- ii. Woodshop access is controlled via keyfob or badge access at both entrances. Only members approved for woodshop access shall be granted keyfob access to the woodshop.
  1. Emergency overrides are present at both doors. They are to be used only to allow emergency personnel access to the shop in the event of an emergency.
  2. Members or other persons caught using the emergency access for non-emergency purposes will be banned from the shop.
- iii. Use of the Spark woodshop is reserved using the online booking software.
  1. When not booked, any authorized user may use the tools or spaces.

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2. Bookings take precedence over other uses. Users are encouraged to check the online booking software before visiting Spark.
  3. Courtesy is strongly encouraged. Please limit bookings to the minimum time required, so others may use the space.
- iv. Unapproved access:
1. Members or non-members who have not yet been approved for shop access may not use any of the tools (hand or power) and must be escorted by an approved user at all times.
    - a. Unapproved individuals may assist in handling stock materials for the purpose of moving it around the shop. They may not assist in tool operation.
  2. Spark members who are not approved for shop access may use shop tools under the following circumstances:
    - a. Having received and agreed to the Non-Member Safety Rules
    - b. Under the direct supervision of a Woodshop Lead at all times
  3. Non-Spark members who are not approved for shop access may use shop tools under the following circumstances:
    - a. Having received and agreed to the Non-Member Safety Rules
    - b. A signed non-member safety waiver for each session or instance
    - c. Under the direct supervision of a Woodshop Lead at all times
- v. Levels of tool access:
1. General Woodshop Access
    - a. Signed shop safety rules agreement
    - b. Can access and utilize the hand tool wall
    - c. Allowed to assist approved users, but not allowed to operate any power tools
  2. Trained User
    - a. Has been approved to use a specific tools in base configuration
    - b. Not allowed to change tool configuration or change or sharpen the blade on the tool
  3. Advanced User
    - a. Has been approved to use a specific tools in all configurations
    - b. Will be approved on a case-by-case basis per the discretion of the shop leads
  4. Instructor
    - a. Has been approved to use tool in all configurations
    - b. Has been approved to change tool configuration
    - c. Has been approved to sign off other users on tools
    - d. May repair tools with permission of Woodshop Leads
  5. Woodshop Lead
    - a. Approves all user levels
    - b. Has responsibility to maintain space and tools
- vi. Training

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1. All persons using the wood shop shall have agreed to the shop safety rules (this document) before use of ANY tools
2. Classes will be made available for all members for training on power tools
3. At the end of each class, the Instructor will evaluate each student for safety and ability to use tools.
4. It is the Instructor's prerogative to require further training before signing off on any student using any tool.
5. A record will be kept of all user approvals.
6. Woodshop Leads and Instructors may also be available for one-to-one training and signoffs. Contact the Leads for further information

### **b. Tools:**

- i. All tools shall have a tool-specific operational manual at or near the tool.
  1. Safety rules
  2. Instructions for use
  3. Identification of baseline configuration
- ii. All tools shall be returned to baseline configuration after use
- iii. All tools shall be cleaned after use
- iv. All tools must be returned to their proper location after use
- v. Buddy System: For certain tools, a second person must be present in the Woodshop.
  1. The second person must verbally agree to be the "buddy", to act in case of emergencies. This person must be capable of hearing the tool operator. If the "buddy" leaves the area, use of listed tools must cease.
    - a. If the second person is not a Spark member, they must sign a non-member liability waiver in the presence of one of the Woodshop Leads or the Spark staff. The liability waiver will be kept on file at Spark. *(updated 8/4/2024)*
  2. Tools for two-person rule:
    - a. Table Saw
  3. While the buddy system is only required for the tools listed above, it is encouraged, whenever possible, for all shop users operating power tools
- vi. Personal hand or cordless power tools may be brought into the space, as long as they are used safely.
  1. Larger tools require permission from a Woodshop Lead before being brought into the shop
  2. Personal tools left in the shop will be treated as public property. Users are encouraged to store personal tools in Spark lockers or their vehicles to prevent misuse and possible damage.
- vii. Tool Lending
  1. Woodshop tools shall not leave the Spark woodshop except under the following circumstances:
    - a. All tool loans are approved by the Woodshop Leads

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- b. All tools lent are part of the dedicated lending pool
- c. Borrower has signed all applicable lending agreements for liability and financial responsibility

### **c. General Space:**

#### **i. Stock and Materials:**

- 1. Material labeled "Spark" is earmarked for classes or Spark improvement projects, and should not be used for any other purpose
- 2. Material labeled "Ask" is Spark supplied, but may be used by shop users with permission from the Woodshop Leads. Permission will be given on a project-by-project basis.
- 3. All personal raw stock and projects shall be labeled with the following information:
  - a. Name
  - b. Phone number
  - c. Date
- 4. Any material left unlabeled shall be available for use by any shop user or disposed of

#### **ii. Project Storage**

- 1. Spark has limited storage space available for personal projects. Therefore, members are required to limit the quantity of materials that are stored at Spark
  - a. There are two sets of shelving and three demarcated wall bays available for member use on the northern wall of the shop. Only one space (bay or shelf) may be used by a member at a time
  - b. Utilization of more than one designated space for material storage requires prior written approval from the woodshop leads
  - c. Members shall not store any material outside the designated areas without prior written approval from the woodshop leads
- 2. Members are required to mark, on the whiteboard labels, their name, phone number, and project start date (date material is dropped off)
  - a. Failing to meet all marking requirements constitutes a violation of this policy
- 3. Member projects may be stored for no more than two weeks per project unless prior written approval has been given by the Woodshop Leads
  - a. Written approval requests shall include an expected project end date
  - b. Blanket approvals without end dates will not be given
- 4. Violations of these project storage policies will lead to removal of materials from the shop
  - a. Return of the materials, as a result of a policy violation, requires discussion with the leads contingent on their availability

#### **iii. Donations**

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1. All donations of materials or tools should be approved by a Woodshop Lead
- iv. Enforcement
  1. Safety violations:
    - a. First violation: verbal warning
    - b. Second violation: shop user will be removed from the shop for the remainder of the day
    - c. Third violation, or at the discretion of the Woodshop Leads: shop user will have all shop access revoked (*updated 8/4/2024*)
    - d. Safety violations will be logged and reported to the Spark Board of Directors. (*added 8/4/2024*)
  2. Shop access restoration: (*new section 8/4/2024*)
    - a. If shop access is revoked, shop user access will be reset.
      - i. Shop users will be required to retake the general woodshop access orientation. Additional discussions with the Woodshop Leads may also be required.
      - ii. Shop users will be required to recertify on all tools.
  3. Non-safety violations:
    - a. Repeated violation of Woodshop policies may result in a revocation of shop access, as approved by any one Woodshop Lead and the Spark Executive Director