

SPARK Woodshop Rules and Policies

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 judgement 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 is being installed, in case of emergencies. The address will be 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
 2. Spark has a limited supply of dust mask available; regular users 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.
 - ii. Check all raw materials for nails, screws, staples, or other contaminants before use.
 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 tools.
- iv. Disconnect power before making any changes to tool configurations (if allowed, see User Levels)
- v. Safety guards on tools may not be removed without permission from the Woodshop Leads
- vi. Stock shall be kept clear of all cutting blades while blades are coming up to speed.
- vii. Shop users must remain at tools until all cutting blades come to a complete stop
- viii. 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
 - ii. Five user levels:
 - 1. No Tool Access
 - a. Signed shop safety rules agreement
 - b. Untrained on tool
 - c. Allowed to assist approved users, but not allowed to operate any power tools
 - 2. Trained User
 - a. Has been approved to use tool in base configuration
 - b. Not allowed to change tool setup
 - 3. Advanced User
 - a. Has been approved to use tool in all configurations
 - b. Has been approved to change tool configuration
 - 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

iii. Training

1. All persons using the wood shop shall have a signed Shop Safety Agreement on file 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 users 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 or one of the contiguous Stations (Stained Glass, Small Metals, Art Space).
 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 toll operator. If the "buddy" leaves the area, use of listed tools must cease
 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

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. Storage
1. Shop user projects may be stored for no more than two weeks unless permission has been given by the Woodshop Leads.
 2. Personal material must be stored in designated locations or locations that have been cleared with one of the Woodshop Leads
- iii. Donations
1. All donations 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: shop user will have all shop access revoked
 - i. Shop access may only be returned upon approval of all Woodshop Leads
 2. 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