

Architecture Woodshop Policy

1) **Orientations:** All students must attend an Architecture Woodshop safety orientation annually in order to use the shop.

2) **State of Mind:** Woodshop users cannot use the shop and its equipment if they are **sleep deprived, fatigued, rushed for time, or under the influence of alcohol or drugs**. Users must first speak with the Woodshop Technician before using any equipment if they have any health issues and/or are using medication that impairs their balance, vision or concentration abilities.

3) **Woodshop Access:** The woodshop may only be used during scheduled supervised hours (i.e. technician's work schedule, and monitored hours). **Monitors cannot open the shop outside of these scheduled times. Working alone is strictly prohibited.**

4) **Wear proper clothing and safety equipment for the type of work being done.** Personal Protective Equipment (PPE) (specifically eye/hearing protection and dust masks) is available in the technician's office.

A) **Safety glasses or goggles must be worn when using any electrically or air powered equipment (hand held and standing machinery).**

B) **Hearing protection** must be worn when using any powered equipment (hand held and standing machinery).

C) **Proper footwear** must always be worn in the woodshop; sneakers, work shoes or boots only. **Bare feet, sandals, open-toed shoes, or high heeled shoes are strictly prohibited and will prevent access to the woodshop.**

D) **Dust masks** should be used when necessary.

F) **Push sticks and other safety accessories for machinery** must be used when and where it is required.

G) **Before beginning work:** tie back long hair (including beards), roll up long sleeves, tuck in or remove loose clothing, and remove jewelry, including rings, bracelets, necklaces, lanyards, and watches.

5) **Familiarity with Equipment.** Woodshop users can only use tools and equipment that have been introduced to them by the woodshop technician or faculty. Meet with the technician in order to be oriented with additional equipment. If a student has previous experience with equipment they must first demonstrate their competency to the technician.

6) **All guards and safety apparatus on powered equipment (hand held and standing machines) must remain in place.** The lone exception to removing a guard is when an operation can only be performed with it removed (e.g. cutting dados or rabbets). Do not use a tool or machine if its guard or safety apparatus is damaged or missing. Please notify the technician of this problem.

Architecture Woodshop Policy (cont.)

- 7) **Inspect equipment:** If equipment does not appear to be operating properly, report it immediately to the technician or monitor.
- 8) **Use the correct tool for the job.** Do not use equipment on materials or for operations it was not intended.
- 9) **Make all adjustments to machinery with the power off.** Make all adjustments to power tools with the cord or hose unplugged.
- 10) **Work only at operating speeds.** Do not use a power tool or standing machine before it has reached operating speed or while it is slowing to a stop.
- 11) **Never remove material from around a machine's working parts** before it has come to a complete stop. Use caution even around a stationary blade.
- 12) **Never leave a machine running unattended;** make sure all moving parts have COMPLETELY STOPPED before you leave the work area.
- 13) **The dust collector must be turned on** when using any of the standing equipment (except the drill press, which is not connected to the dust collector).
- 14) **Maintain proper housekeeping: All workshop users are responsible for cleaning** any machine they use and its surrounding area. Dirty and cluttered work areas create avoidable hazards.
- 15) **Products that emit noxious, toxic or odorous fumes are prohibited from use in the woodshop** (e.g. solvents, stains, spray paint, etc.). Please use the spray booth to safely use these products.
- 16) **Due to limited space,** storage of personal projects and materials is not allowed.
- 17) **Aisles, exits and access to emergency equipment must be kept clear.** This includes the emergency shut off switches, first aid kits and the dust collector switch.
- 18) **Stop** any person you see working unsafely **if it is safe to do so.** Report unsafe practices to the shop technician.
- 19) **In order to ensure the safety and equitable access of all users, compliance with these policies is required.** The shop technician and monitors have the duty to ask a user to leave the woodshop if they will not comply with requests to comply with these policies. Repeated infractions can result in the limitation of a user's woodshop privileges.