

Woodshop

1. All members are eligible to use the Woodshop after signing the Woodshop Certification Form certifying that they have read, understand and intend to abide by the safety requirements. The names of members who have made the required certification will be entered on a List of Eligible Users.
2. Guests must be at least 18 years of age and be accompanied by a member who is on the List of Eligible Users.
3. To use the Woodshop, the member must sign out a key to the Woodshop from the Lodge Office. If the Lodge Office is closed, the key may be signed out at the Security Guard's desk in the lobby.
4. Upon entering the Woodshop, members shall:
 - a. enter the time on the sign in/sign out sheet; and
 - b. turn on the filter fan system.
5. Members shall review the safety rules for each machine they intend to use. Members are responsible for reviewing the sign in/sign out sheet to determine if there is any warning of specific problems with a machine they intend to use. (For safety, it is strongly recommended that at least two members be in the Woodshop when any machine tools are used.)
6. Members are responsible for leaving the Woodshop clean, even if the previous occupant has failed to clean it. The following actions are required when finished with the use of the Woodshop.
 - a. Brush off all surface debris onto the floor and then sweep or use the shop vacuum on the floor.
 - b. Return all tools and accessories to the places provided.
 - c. Turn off the filter fan system.
 - d. On the sign-in/sign-out sheet enter the time leaving, any equipment used, any tools or machines not in good working order, and any problems encountered.
 - e. Turn in the Woodshop key to the Lodge Office or to the Security Guard if the Office is closed. Report all tools or machines not in good working order to the Lodge Office or to the Security Guard.
7. Members must supply their own materials and supplies that they need to make a project, i.e. wood, glue, dowels, nails, sandpaper, steel wool, etc.

8. The removal of any tools from the Woodshop is prohibited.
9. Due to limited space, large projects may not be assembled in the Woodshop. Painting or finishing in the Woodshop is not permitted.
10. The following safety rules shall be observed when using the Woodshop.
 - a. General
 - Use common sense. If it doesn't feel right, it usually isn't right.
 - Give your full attention to what you are doing in the Woodshop.
 - b. Eyes - Eye protection, goggles or safety glasses, must be worn when operating a machine tool.
 - c. Hair - Long hair must be tied back.
 - d. Dress
 - Wear short-sleeved shirts or rolled up long-sleeved shirts.
 - Wear non-slip shoes covering feet completely - no leather soled shoes.
 - e. Machine Rules
 - If you don't know how to use a machine, leave it until you know how. Ask one of the more experienced wood-workers for help.
 - Before starting a project, outline each operation. Do not allow distractions.
 - Check blade for tightness and sharpness. Make all adjustments to the machine tool before starting it.
 - Except for cleaning, never remove a safety guard from any machine.
 - Remove electric plugs from receptacles after turning off the machine, completing the job and before leaving the shop.
 - After completing the cutting operation and the machine is turned off, pick up pieces of wood from the table and floor and discard. Small pieces vibrating on the machine table can interfere with the cutting operation. Small pieces on the floor can cause missteps, sprained ankles or more serious accidents.