



Shop Attendant Handbook

Mission Statement

To enhance the standards of excellence in woodworking by educating its members and the public in the joy and beauty of the art of woodworking, assisting members in the marketing of their work, and serving the community by building projects for the public good.

Shop Address:

The Guild Workshop
7634 SW 34th Avenue
Portland, OR 97219

Shop Phone: 503-246-4552

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I. Shop Attendant Shift Information

A. Job Description for Shop Attendants

The following requirements are necessary to receive and maintain the position of Shop Attendant (SA).

- Hold a shop “Green Card” (pre-2020) or have completed Shop Certification (2020 and beyond).
- Attend the Guild-sponsored Shop Attendant training and First Aid class and complete two “shadowing” sessions with an experienced shop attendant.
- Volunteer as a Shop Attendant either by taking a weekly or bi-weekly open shop shift, filling in shifts as needed, or supporting classes or project / community / toy build sessions.
- Attend regular SA meetings and calls, with approved exceptions.
- Attend Tool or Skills classes to stay current with new shop tools and safety protocols.



Figure 1: Training Path for Shop Attendants

The Shop attendant will be at least an intermediate woodworker and have the ability and knowledge to safely use the following tools: Table Saw, Jointer, Planer, Band Saw, Router & Router Table, Power Sanders, Drill Press, and the hand tools supplied by the Guild. Shop attendants are also encouraged to attend training on advanced tools including the Wide Belt Sander, Sliding Table Saw and Multi / Pano Routers.

1. The SA's primary responsibilities while on duty

The SA will be the official representative of the Guild during the 4-hour shift. Shop attendants are not to be distracted by working on personal projects. The SA will follow the "Shift Start & End" procedures as laid out in the Shop Attendants Handbook and posted in the shop. The SA will maintain the written Guild Shop Log by listing all members present in the shop and recording any unusual events during the shift. In addition, SAs responsibilities include:

1. Monitoring the safety of all users of the Guild workshop. To this end, the SA will assess each user's experience and skill with the tools they are using and the operations they seek to perform, and monitor the user to ensure that they are working in a safe manner.
2. Mentoring shop users as appropriate.
3. Shop maintenance, including cleanliness and routine machine maintenance, when the responsibilities listed above allow.
4. Opening and closing the Shop consistent with established procedure.
5. Ensuring safe Shop practices and correct machine use. This is the most critical Shop Attendant responsibility.
6. Developing sufficient proficiency in the use of Shop machines to ensure safe operations.
7. Overseeing workflow, housekeeping and proper user courtesies.
8. Demonstrating proper machine use when requested or warranted by observation.
9. Temporarily suspending shop use privileges should circumstances warrant and follow up by reporting circumstances to the lead shop attendant.
10. Entering and recording information as required in the Logbook.
11. Performing basic machine maintenance and lock out the power source on any machine that must be taken offline. Report tool malfunctions to the Operations Chair.
12. Responding to any significant injuries on your shift consistent with the Injury Response procedure.
13. Working with users to ensure that the Guild Shop is left in a clean and ready condition after each shift
11. Return all machines to their default positions. **A list of machine default positions can be found in the appendix.**

2. Shift Start & End Procedures for Shop Attendants

This procedure covers activities/duties that need to be completed when starting or ending your shift as a Shop Attendant. It is recommended that you arrive early for your shift (15 minutes before shift) so that you can familiarize yourself with the shop status and any equipment issues before you start your shift.

Shift Start

Opening A Closed Shop

Open Shop

- Enter your designated code for the lock box. Obtain the key from the lockbox, enter and deactivate the alarm, and return the key to the lockbox. See Appendix for lockbox instructions.
- **If the alarm goes off for any reason, see Appendix for instructions.**
- Turn on lights.
- Unlock the bench room door for users to enter.

Equipment

- Turn on the Jet ceiling air filters.
- Air Compressor: Open the gate valve and verify that the switch is in AUTO.
- Check the shop area for cleanliness or other factors that might impact safety. Rectify as needed.
- Check the restroom and stock as needed.
- Check the major equipment default positions. Rectify as needed.
- Check the dust collection barrel and empty/replace as needed. One bag can be left in the scrap wood area at the front of the building, others go into the trash bin.
- Check dehumidifier in shop and annex. Empty if needed.

Log Initiation

- Sign into the shop computer as “Shop Attendant”
- Review the log entries to determine issues that may be relevant to your shift.
- Enter your name and the shift start information in the log, in ink. List all the shop users.

Users

- Make sure that all users sign into the shop computer and are wearing their name tags.
- Review each member information on the shop computer including the tools that they are certified to use, and the amount of days since they have last been in the shop. Pay special attention to members who have not been in recently or have limited tool certification.
- Check to make sure that members have all required PPE.
- Check to make sure that members have valid shop time and are properly using their shop cards.
- Check with the users on how they plan to use the shop. If there are multiple users, determine a plan for equipment access if needed.
- Cover the relevant equipment access/use issues with the users.
- Ensure that the shoji door is closed and that the library door remains locked.

Starting A Shift Following A Prior Shift

Review/Log Initiation

- Meet briefly with the attendant of the preceding shift and review any issues that may be relevant to your shift.
- Log into the shop computer as “Shop Attendant”
- Review the log entries to determine equipment and other shop issues that may be relevant to your shift.
- Enter your name and the shift start information in log, in ink. List all the shop users.

Equipment / Users

- See details under opening a closed shop above.

Shift End

Closing Shift—When Active Shift Follows

Clean Up The Shop

- 15-20 minutes prior to the end of the shift (or departure of last user) begin the shop cleaning.
- Supervise member cleanup of the shop as follows:
 - Ensure that all the major equipment that has been used has had internal dust blown out. This is especially critical for the wide-belt sander and the router table. Note that the router should be cleaned out if the tool does not turn on / off normally.
 - Sweep and remove large debris.
 - Vacuum all horizontal surfaces such as tables, benches and machines.
 - **Oneida Dust Collector:**
 - Check the dust collection barrel and empty/replace as needed. One bag can be left in the scrap wood area at the front of the building, others go into the trash bin.
 - Tap the sides of the filter (to the extent possible) with the paddle hanging on the hook by the filters. Blow air over the filter specifically concentrating at the edges where the small and large filter are joined and the bottom of the small filter. Empty the pans on all filters. If the jointer or thickness planer are used consistently check the barrel every 20 minutes. Keep an eye on the red light. If it is red constantly, stop and check the barrel immediately. If the gauge shows more than 3" WG, then blow down the filters at the earliest possible convenience.
 - Log all maintenance on the clipboard
 - **Laguna Dust Collector:**
 - Check bag and empty as needed.
 - Turn handle above filter back and forth, to clean filter surfaces.
 - Evaluate walls and other vertical surfaces for dust and clean as needed, particularly around the dust collector.
 - Vacuum the external filters of the Jet ceiling air filter equipment with the units turned off and replace filters as needed.
 - Check and empty shop and bathroom waste cans as needed.
 - Check the HEPA vacuums. Dump and replace the paper bags when full.
 - Be certain that no flammable or oil-soaked rags or liquids are left

- in the shop.
- o Place scrap wood in the free wood box in front of the shop.

Review/Log Completion

- Make sure that all members have logged off of the shop computer.
- Review pertinent information with arriving attendant.
- In ink, complete your log entry with shift close information. Sign your name and strike through any empty space remaining in the log entry.
- Sign out of the shop computer.

Closing Shop—No Subsequent Shift

Clean Up The Shop

- Same as above

Equipment

- Ensure that the major equipment has been returned to default positions.
- Replace the protective equipment surface covers.
- Set the Jet ceiling air filters to run for 2 hours. Turn them off briefly to vacuum the intake filters.
- Close gate valve at air compressor.
- Unplug the battery chargers if plugged in.
- Check the dehumidifier in shop and annex. Empty if needed.

Log Completion/Locking the Shop

- Make sure that all members have logged off of the shop computer.
- In ink, complete your log entry with shift close information. Sign your name and strike through any empty space remaining in the log entry.
- Log out of the shop computer.

It is especially important to create a complete and accurate log entry involving any injury that occurs during a shift. Details of what happened, including times of the incident and subsequent actions taken by the attendant must be noted.

- Lock the shop.
 - o Secure all the doors (both deadbolts & knobs) and turn off the lights.
 - o Verify that the annex is locked and that the key is returned to the correct location on the wall.
 - o Enter your code at the lock box and Obtain the key from the lockbox.
 - o Turn on the alarm.
 - o Return the key to lockbox and close the box.

For full instructions on completing the Logbook, use of the alarm, and locking the shop, see Appendix

II. Shop Use and Safety Standards

A. Requirements to use the Guild Shop

Any member who uses the guild shop to work on your own projects must:

- Be a **current member** (dues paid in full)
- Have a signed **liability release** on file
- Possess a **Green Card (old system) or a Shop Card with Shop Certification (current system)**.
- Purchase a **Shop Time Card**

B. Shop User Protocols

Shop Attendants will monitor user practices to ensure compliance with Guild practices and safety procedures. Failure to follow Shop Attendant requests will terminate use of the shop immediately and will be subject to review by the Board before further shop use will be permitted.

1. Good Neighbor Courtesies

The shop is located in a residential neighborhood, so it is important that we maintain good relations with all around us. That means careful driving, keeping the area clean, avoiding unnecessary noise and parking properly.

2. Parking

The parking lot at the Guild building is small and is shared with other tenants. Therefore, the six painted parking space next to the building, and the two spots in front of the Annex are the only parking spaces users are allowed to park in. However, there are several parking options in the neighborhood. The street parking along 34th is always available to shop users, in addition we are allowed to park in the parking lot at the Multnomah Art Center, also the Dental building across from Starbucks is available AFTER 5PM. These options provide plenty of parking for almost any activity we have. Please respect the neighbors and neighboring businesses parking.

3. Routine responsibilities for shop users

- Use the dust collector or the best available practices to minimize dust when using power equipment.

- Pick up scrap wood during Shop usage and place it in designated locations.
- Clean up the collected dust on machines when completing your assigned work on that machine, leaving it clean for the next user.
- Put away tools and supplies as soon as you are done using them.
- Leave the restroom clean and pleasant for the next user. That includes replacing supplies that may have run out.

C. Guild Shop Safety Standards

This is the Guild Shop. It is different from your home shop or workplace, and these safety standards may differ from your practices in those environments. The Guild Shop is equipped and organized to accommodate a large number of users with a wide range of skills. It is mandatory that all users, from novice to professional, abide by the same safety standards and practices.

1. **If you see a potential hazard or hazardous behavior, notify the Shop Attendant immediately.**
2. **If a machine is not performing properly or is out of adjustment, shut the power off immediately, or unplug the machine and notify the Shop Attendant.**
3. **Never leave a machine running and unattended.**
4. **Always unplug any machine before changing cutters and blades.** Make sure that the machine switch is in the OFF position before reconnecting the power supply.
5. **Give your work your undivided attention.** Approach each task and machine with a deliberate focus on its requirements and potential hazards. If you are tired or feel rushed, save it for another day.
6. **Poor housekeeping causes accidents.** Each user is responsible for keeping their work area clear of hazards to themselves or others. Keep cords and hoses out of the path of travel.
7. **Apparel & accessories.** Before operating machines, remove loose clothing, gloves, watches and jewelry (see Rings below); tie back long hair. Close toed footwear is required.
8. **Rings.** De-gloving accidents are serious and debilitating. The Guild highly recommends removal of all finger rings while in the machine room, however this is matter of personal responsibility.”
9. **Know the machine.** It’s unlikely that the table saw, planer, router or other machine in the Guild Shop is identical to the one in your shop. Make sure you have a good understanding of these differences. Consult with the Shop Attendant if you have any uncertainty.
10. **Use the machine for its intended purpose.** Do not cut smaller or larger material than the tool is designed for. Do not force a tool attachment, guard or hold down to do more than it was designed to do.
11. **Do not use excessive force in feeding material into any cutting blade or bit.**
12. **Do not overreach.** Maintain a balanced stance at all times, so that you do not fall or lean into blades or other moving parts.

13. **Do not remove any guards or protective devices from Guild Shop machines.**
14. **Hearing protection must be worn in the machine room.**
15. **Dust masks are optional, but highly recommended at all times, with an N95 rated mask as a minimum.** Personal preference is allowed, unless the duty SA determines the air quality at that moment requires one. Lung damage is a long-term hazard.
16. **Safety glasses meeting ANSI Z87.1-2015 must be worn in the machine room.** This standard requires side protection on the glasses.
17. **Use of epoxy.** The mixing, applying, cutting, machining and sanding any epoxy product in or around the Guild Shop is not allowed. The only exception which may be machined: Epoxy applications completed off-site and are, in total, no more than a few ~2" diameter knot holes, cured for two weeks. These restrictions also apply to work done with hand tools (block plane, chisel, etc.)
18. **Stay at least 3' away from any machine operator.** They may be startled by your presence, particularly if they are wearing personal protection equipment.
19. **Keep your fingers and hands at least 3" away from any machine's blades, bits or other moving parts.** Use push sticks hold downs or feather-boards where appropriate.
20. **Stay out of any potential kickback path.** Table saws, jointers, planers and routers are all capable of kickback.
21. **Avoid kickback altogether.** Use the safeguards and safe practices appropriate to the machine.
22. **It doesn't have to be a machine.** Injuries result from poorly maintained or improperly used chisels, planes, saws and screwdrivers. Use every tool carefully.

D. Fire Extinguishers

In the first shifts of the month, check the inspection tag on each extinguisher. If it has not been inspected for that month, do so, following the posted procedure on the wall beside the extinguisher. If it does not pass, email both:

- lead.sa@guildoforegonwoodworkers.org
- safety.chair@guildoforegonwoodworkers.org

There are four extinguishers-One in the bench room, one on the wall by the restroom, one by the door near the Sliding table saw, and one in the Annex near the electrical panel just inside the door on the right. Each is identified by a red and white arrow labeled Fire Extinguisher, pointing to its location.

The acronym PASS is used to describe the four basic steps of fire extinguisher use.

- **P**ull pin at the top of the extinguisher, breaking the seal
- **A**im. Approach the fire standing at a safe distance
- **S**queeze the handles together to discharge the extinguishing agent inside
- **S**weep from side to side at the base of the fire, until the fire is out

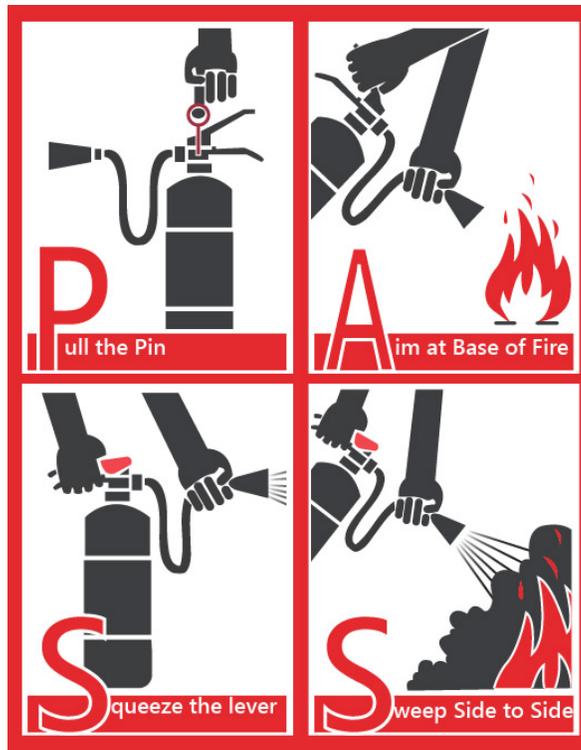


Figure 2: Fire Extinguisher PASS

II. Incident Response Policy

Safety is our number one priority for the Guild shop. It matters more than anything else we might accomplish. Shop Attendants can play a key role in helping us achieve that goal if they assume responsibility ahead of time for three important steps in SA preparation:

1. Familiarity with the general shop safety guidelines and policies in this manual.
2. Familiarity with the machine-specific use guidelines and safety policies described in this manual.
3. Familiarity with the emergency guidelines and policies described below BEFORE using them becomes necessary.

Incident Definition – An incident is any activity occurring that is disruptive to the normal flow of the shop and may cause personal or property damage. These incidents may be:

1. A medical emergency;
2. A machine or object related activity; or
3. Potentially dangerous activity by a member/user.

Any such incident should be investigated to determine cause and see how it may be prevented in the future. All such incidents must be reported, even if they do not

directly result in property or personal damage. See the appendix for details on incident and maintenance reporting.

Important: when ANY kind of an accident occurs, the shop must be shut down immediately and all machines turned off. The Shop Attendant should first investigate to determine if anyone was injured, then what happened, and secure any equipment, tools, or property involved.

III. Medical Response

A. In case of emergency...

All accidents are preventable, and this is the mindset we should maintain in the Guild Shop. Accidents are not inevitable. However, should one occur, your response to the situation is critical.

1. Emergency supplies

There are two First Aid Boxes located in the shop: one by the door to the rest room and the other on the side of the cabinet in the bench room. SAs should familiarize themselves with their contents. Included are the kinds of bandages and dressings needed for minor injuries, which are those a SA should expect to treat. **More serious injuries require calling 911 immediately.**

Either the SA or someone else in the shop designated by the SA should immediately begin to document the incident – before details get forgotten or confused. See the Incident Reporting Section later in this section.

2. 911 Situations and Procedures

The following is posted near the first aid boxes in the shop. It is here for SAs to review.

General Guidelines for when to call 911

When calling 911, you will need to know the shop address and phone number. See the cover of this manual.

- If anyone becomes unconscious
- If anyone appears confused. If so, ask the following:
 - Do they know what city they are in? (The name of the city, not just “Yes.”)
 - Do they know what day of the week it is? (Note: some retired people don’t keep up with this, especially if they do not go to a weekly meeting)

- Do they know the current President of the United States?
- If anyone shows signs of a stroke: sudden weakness, facial droop, inability to speak or find their words sudden slurred speech.
- If anyone has a seizure.
- If anyone has an unprotected fall. This means they did not put out arms or legs to cushion the fall and instead fell without trying to make it any less damaging. Even if they wake up in a moment, call 911.
- If anyone has more bleeding than can be controlled with band aids.
- Most importantly, if for any reason the “gut feeling” of the SA is for calling for more help or a medical opinion.

One situation comes up occasionally that SAs should be aware of: a person with very low blood sugar can become confused and even unconscious. Paramedics arrive and give the patient sugar with an IV. The patient wakes up and refuses to go the hospital, signs a patient refusal and the 911 people leave. But SAs should be aware that the sugar from the IV will not last long and the trouble can return. If not going to the hospital the patient needs to eat a meal. Returning to the shop is NOT an option.

3. Non-911 Situations and Procedures

In most situations the responsibility of the SA is limited to covering minor wounds, determining if 911 should be called, and/or making the patient comfortable until the professionals from 911 show up.

In case of traumatic injury, the general rule is to put on gloves and cover any wounds as soon as possible. Both small and large wounds must be covered. If bleeding is extensive call 911.

Blood

SAs should be aware that not all blood is innocent or harmless. If any amount of blood is present, put on a pair of gloves. You are not only protecting yourself; you are also protecting the patient from you. Gloves are located in the First Aid Boxes.

B. Incident Reporting

During the initial investigation process an Initial Incident Report Form should be filled out. When order has been restored, any equipment involved should be locked out, and any wood or other tools involved should be put in a safe place, and a Safety committee member should be contacted. It is imperative that the shop attendant talk to a safety committee member, or board member and describe the incident (see the contacts section of this manual) by either email, or phone.

All incidents must be reported. If an incident draws blood requiring more than a single Band-Aid or any person is struck by any flying object, or a tool is damaged or other property damaged, an Initial Incident Report needs to be filled out and placed in the Incident Reports File located in the Filing Cabinet in the Foyer.

At the Safety Committee's option, they may follow up and complete the Safety Committee Report Form, and make any reports or recommendations to the board or the membership.

C. Frequently Asked Questions

1. Is there a cost involved in calling 911?

No, there is no cost involved. However, there will be a cost if an ambulance is subsequently called, but that will normally be decided only after 911 responders are involved.

2. What to do if the member does not want 911 called?

The member has no say in the matter. The assumption is that the patient is either in shock, or suffering from a medical issue or traumatic injury. It is entirely up to the Shop Assistant as to when to call 911. The SA is encouraged to do so if s/he believes that the patient would benefit from the evaluation or opinion of a medical expert. 911 calls are not charged to anyone. The only time a charge is involved is if medical transport is called.

3. What to do if a member becomes belligerent?

If a member becomes belligerent s/he will be asked to leave, and an incident report will be generated. If necessary, the Shop Attendant may request the assistance of other members. The member will be required to appeal to the board before being admitted to the shop again.

4. When to allow a person to continue working and when to require them to leave?

This is entirely up the Shop Attendant. If the Shop Attendant feels that the person will be a danger to him/herself or other members in the shop this should be pointed out to the member and ask the person to leave for his/her own safety and the safety of others.

5. When to call family?

Calls to the family should be initiated whenever the member has requested it or has had a medical emergency and is unable to request it. Feel free to offer to contact family if a member has been injured or seems disoriented.

6. When a member should not be allowed to drive?

You cannot prevent a member from driving. You can however offer a ride or encourage the person to accept rides from others, and help him to recover his own car.

IV. Shop Attendant Liability Policy

The federal Volunteer Protection Act of 1997 generally provides that a volunteer working for a nonprofit organization is immune from personal liability if he or she is acting within the scope of assigned responsibilities at the time any harm is caused. This is a simplification, however, and there are a number of caveats relevant to the Guild that should be noted. For the Act to provide the intended protection:

- The volunteer must be acting within the scope of his or her assigned responsibilities.
- The volunteer must have been properly trained on the task and equipment.
- The harm must have been caused by the simple or ordinary negligence of the volunteer.

All training activities should be properly documented, and each volunteer should read and sign that job description (see below) after an annual review and update of training logs. The **Act excludes protection for intentional or reckless tortious behavior**. This means that the volunteer cannot be protected for his or her actions outside the scope of reasonably anticipated conduct.

Personal liability insurance is also available on the market if Shop Attendants wish to take an additional step to enhance liability coverage.

V. Shop Annex

The 800 square foot space across from the Guild Shop serves several purposes:

- Storage of materials and equipment used for Guild meetings and other events.
- Storage of materials and equipment required to maintain the Guild Shop.

- Storage of materials and equipment used by various Guild programs, including:
 - Education o
 - Estate Sales
 - Community Projects
 - Project Build
 - The Toy Group
- Storage of machines used on an occasional basis in the Guild Shop.
- Transitional space for temporary storage.
- Rental space for members.

General Guidelines for the Annex The Guild shop annex is a great resource, but it takes cooperation among our various users to make effective use of this space. It's not a drop off point or for items with an undetermined purpose or value to the Guild, or long-term storage for items not designated for any particular use.

- All materials brought into the Annex must be stored in designated storage areas or tagged.
- Items not in designated storage areas **MUST BE TAGGED**. Tags and fasteners are located in a caddy on the rental shelf rack. If there's no indicated "owner" or purpose for an item occupying floor space, it will be disposed of.



Figure 3: Annex Tag Box

- Individuals offering items to the Guild as a donation should contact the Estate Sales Manager. If the Guild does not have a use for them, they can be offered for sale...or for free...by going to Forums/Buy & Sell, on the Guild web site.

Guidelines for transitional space Transitional space has been designated for temporary storage of items such as large projects in process in the shop, bulk purchases of wood to be distributed, and tools and materials being held for estate sales.

- Individuals wishing to use space in the Annex on a short-term basis should contact the Annex Manager to determine that space will be available in the time frame desired. In general, this space will be made available for a few days or a few weeks.

- All items left in the Annex must be marked with the owner's name, telephone number, and date left so that the Annex Manager may contact if there is an issue.
- All item left over 7 days without paying a rental fee, without agreement by the Annex Manager, or without an owner's identification will be regarded as abandoned and disposed of in some manner.

Guidelines for electrical panel area and fire extinguisher

Fire Department regulations require a clear space be maintained in front of the electrical panel and the extinguisher. The area which must remain clear is marked by yellow and black tape on the floor as shown below. If any items are found in the marked area, remove them, put a note on them stating they were placed in a prohibited area, and notify the shop operations manager.

Guidelines for rental space

Rental space is available at a reasonable cost for members desiring to store materials and work-in-process while completing projects in the Guild Shop. Instructions for renting storage space can be found on the Guild web site at Guild Shop/Buy shop Time & Space.



Figure 4: Restricted Area by Electrical

- Two types of storage spaces are available:
 - 16 shelf spaces, appropriate for short boards and in-Panel
 - 8 vertical storage spaces for lumber
- Member buys shop rental space in 1 month increments using PayPal
- The Shop Attendant on duty assigns one of the storage spaces, as available.
- Renter tacks the purchase receipt indicating the rental period on their storage space.
- Renter can access the storage space only when the shop is open.
- Renter is responsible for keeping their rent current.
- Renter is responsible for removing the property by the end of the rental period.
- Materials in expired rentals will be regarded as abandoned and disposed of in some manner.

VI. Contact Information

Role	E-mail
President	president@guildoforegonwoodworkers.org
Vice President	Vise.president@guildoforegonwoodworkers.org
Shop Operations	Shop.operations@guildoforegonwoodworkers.org
Safety Committee	Safety.committee@guildoforegonwoodworkers.org
Lead Shop Attendant	Lead.sa@guildoforegonwoodworkers.org

VII. Appendices

A. Cleaning the Shop

Each user and attendant has the responsibility to keep the Guild shop clean. This is important for three reasons:

- 1) Respect for each other as shop users
- 2) Health
- 3) SAFETY

Our challenge is to leave the Shop even cleaner than we found it. We can do that by keeping the following concepts in mind:

- 1) **DUST.** Wood dust is a threat to our lungs and can cause allergic reactions. It makes floors slippery. It may also create a risk to safe and accurate equipment usage. It can result in machine breakdowns and pose a risk of fire.
- 2) **WOOD SCRAPS:** Uncollected wood scraps can easily become projectiles when not cleared from equipment and can pose tripping and falling risks when on the floor. There are two types of wood scraps. Wood scraps that are not plywood or manufactured wood products like MDF, are to be recycled via the Red or Yellow totes. They are dumped in the bins in front of the building near the curb. All scraps of plywood, MDF, or any painted or finished wood must be placed in the garbage dumpster using the 30-gal garbage cans.
- 3) **ORGANIZATION:** Tools and supplies (including chairs) that are not returned to their designated location result in lost time and frustration for users who cannot find what they need.

- 4) **GENERAL SHOP CLEANLINESS:** The cleanliness level of the Shop sends a message about the level of care and pride we take in operating our own Shop.

ROUTINE RESPONSIBILITIES FOR SHOP USERS:

- a. Use the dust collector or the best available practices to minimize dust when using power equipment.
- b. Pick up scrap wood during Shop usage and place it in designated locations.
- c. Clean up the collected dust on machines when completing your assigned work on that machine, leaving it clean for the next user. Use HEPA vacuums rather than compressed air or sweeping whenever possible.
- d. Put away tools and supplies as soon as you are done using them.
- e. Leave the restroom clean and pleasant for the next user. That includes replacing supplies that may have run out.

B. Machine Default Positions

Machine Room:

Saw Stop Table Saws

Turn power off (yellow switch by the big red button), lower blade below table, place rip fence over throat plate. Make sure the yellow blade clearance gauge and the adjustment hex wrench are together and on the side of each saw near the instruction book.

Oscillating Edge Sander

Turn power off, clean belt where used, move table to clean portion of belt

Wide Belt Sander

Turn power off, close air valve, install 100 grit sanding belt, leave sanding belt un-tensioned, disengage platen

Jointer

Turn power/key to off, leave fence at 90°, position fence as protective cover clean out chips and dust.

Drill Press

Unplug, remove bit. Hang chuck key on magnet.

Planer

Turn power off

Band Saws

Turn power off, lower blade guard/guide block mechanism to base and lock in place. Hang up push stick.

Belt/Disk Sander

Turn both power switches off, clean belt/disk

Sliding Table Saw

Turn both machine switches off, lock slider, lower blade below table, leave window shield against the adjacent wall

Router Tables

Turn power off, unplug, leave collet below surface of table, leave Jessem miter gauge flat on table. Assure that all dusts and chips are cleaned out.

Chop Saw

Unplug, leave blade at 90°, leave it in up position.

Oscillating Spindle Sanders

Turn power off, clean spindle, store all unused spindles and tools.

Oneida Dust Collector

Turn off power, leave six of the six-inch gates open

Laguna Dust Collector

Turn off power

Compressor

Close ball valve, leave switch in auto

Dehumidifiers

Leave power on, empty as needed

In Bench Room:

Sharpeners/grinders

Turn power off, clean area after use

Corded and cordless power tools

Put away in propre storage locations

Note: All small machines that aren't connected to breakers should be unplugged.

C. Lock out Tag Out Process

When?

1. A machine is tagged and locked out whenever it is not working correctly. This includes if it is out of alignment or adjustment and the SA cannot correct it, or if it is making an abnormal noise that the SA cannot correct.
2. In addition, a machine is to be tagged and locked out if it has been involved in an incident that caused an injury to a person or persons or caused machine damage, (even if the SA can fix it).

Where?

1. The Tag Out and Lock Out kit is located in cabinet #3 in the bench room. It is in a box marked Tag Out and Lock out kit.
2. It contains 3) red lock out locks, 3) Tags, 2) plug covers, 1) log book, and at least 1 key. All the locks are keyed identically so the key will work in any lock.

How?

1. The object of Tagging and Locking out a piece of equipment is to prevent its use until released by either the safety committee after it completes its investigation or the equipment is repaired by the Shop Operations Manager.
2. This is accomplished by locking out the power to the equipment. All machines are either hard wired or plugged into an outlet. All the machines that are hard wired and the major machines that are high power, have a power disconnect on the power wall in the machine room. For these machines, you turn the power disconnect off and place a lock through the lock-out hole in the disconnect switch. This prevents the power being turned on until the lock is removed.
3. The remaining machines are primarily 120V plug-ins. These are secured by unplugging the machine and placing the power plug in the yellow plug holders and securing it with one of the locks again preventing power to the machine.
4. In both cases, when you attach the lock you also attach a tag to the lock on which you have written in PENCIL, the date and time, your name and why you tagged out the equipment.
5. Tape the key to the lock to the inside cover of the lock out log.

What?

1. One of the goals of the Guild is to prevent accidents to either people or machines.

Therefore, in an effort to understand and prevent future accidents all accidents are investigated by the safety committee. In addition, we try to track all machine repairs and maintenance.

2. To further these efforts we enter all information in both the Tag and Lock out log and the Shop log. In the Tag and lock out log, there is a column for the date, the machine and issue, and the initials of the person tagging out the equipment. In the main log you enter what happened who was involved, what machine was involved, and the time. If it involved machine damage by a person, or injury to a person, also file an incident report.

Who?

1. If equipment was damaged, or a person was injured, you need to contact the shop operations manager, and the safety committee chairperson. This should be done by completing an incident report which will send an email. Also contact a board member by phone.

2. The shop operations manager, and safety committee chairperson email addresses can be found in either the SA manual or the Guild website. A current contact list with phone numbers is on the wall above the shop computer.

3. If the equipment is simply out of adjustment or making noise contacting the shop operations manager is sufficient.

D. Logbook and Shop Lock Box Instructions

Logbook

A logbook is a *contemporaneous* record of events. The purpose is to record all routine and significant events that take place in our shop. With that in mind, the things that must be recorded are the date and time, shop attendant on duty and the names of members using the shop. In the event of classes; the shop attendant and/or teacher, the title of class and the number of participants. With regard to community projects; the shop attendant and/or project leader, the nature of the project (title) and the number of participants.

Anything out of the ordinary, such as illness, accident, machine failure etc. should be recorded. The rule is: ***if in doubt log it.***

Entries should be made in ink and printing is preferred. Write to the end of the line and do not skip any lines. At end of session, responsible person will sign his/her name. Any mistakes should be lined through once and initialed. The correction should be entered in the next available space. Keep in mind that this record should be transparent. Original entries should be visible even if in error and drawn through. ***The goal is that future examination should show that***

nothing was altered after the fact. If need be, this logbook can be used in a court proceeding. It is important that the transparency of the record attests to its creditability.

Example

9/15/13 9:00am Shop Attendant Joe Smith, members John Doe, Bill Watt in shop. Seems to be a nick in one or two blades of jointer. No other problems. Shift ends at 1:00pm Joe Smith-----

9/15/13 1:00pm Shop Attendant Henry Longfellow, member Sam Oaks working in shop. Shift ends 5:00pm. HW Longfellow-----

-----9-15-13 5:00pm George Washington, SA/Inst.
Mortise & Tenon Class, students: (Names Listed). Over at 8:50pm Shop secured GL Washington-----

Shop Lock Box

Getting In

1. The lock box is to the right of the first door nearest the road
2. Refer to the diagram below. Enter your 4-digit PIN on the keypad and hit enter. Slide the sliding level lock DOWN. The yellow light should blink as you enter your PIN. The green light will blink at the end. If not, enter the code again. If no lights light up, contact the lead shop attendant.
3. Inside the box is the key for the door
4. Unlock the deadbolt first
5. Unlock the door lock and turn the handle to open the door
6. Close the door and proceed to the alarm box. *All doors must be closed to work the alarm and no one (such as Patrick or Jayne, our landlords) is in the front office.*
7. The alarm box is to the left of the door (facing the door). You have 3 minutes to enter the alarm code which is 1978. Wait for the light to change before opening any doors. If the alarm goes off, see below.
8. Put the key back into the lock box, close it and slide the sliding lever UP — it will lock automatically. **DO NOT PUT THE KEY IN YOUR POCKET!**

When leaving

1. Get the door key from the lock box as instructed above in #2.
2. Start at the back of the shop and lock all doors, turn off all lights and look around for anything that looks out of place. We want to leave the shop in a presentable manner. Close the sliding door to the right of the door as well as the exit door.

3. Set the alarm. Hold down the "empty house" button on the right for 2 seconds — it is the second button from the top on the right OR enter 1978 to activate the alarm. You have 3 minutes to exit the building — you will hear the alarm beep.
4. Lock the exit door lock first, exit the building and check that the door handle does not open the door. Then lock the dead bolt lock.
5. Return the key to the lock box as instructed in #7

Getting a PIN

Normally an email will be sent when you are certified as a Shop Attendant, which will contain your PIN. If not, to get your PIN, e-mail lead.sa@guildoforegonwoodworkers.org and a PIN will be assigned via email.

E. Alarm Issues

1. If the alarm goes off for whatever reason the owner's phone line will become disabled for all calls except from the alarm company ADT. The owner's phone is not accessible from Guild space.
2. ADT will call the building owner on their office phone, then on their personal phone.
3. The procedure, if the owner is not available is not known at this time.

F. Shop User Certification

Guild members must be properly trained and certified prior to use of the machine room. Up until 2020 this required a process that involved achieving certification on individual tools, and finally receiving a "green card" which allowed for machine room use. In 2020 the process was changed provide a "shop certification" followed by classes for advanced machine use. Shop attendants should be aware that members may have either form of training. See <https://guildoforegonwoodworkers.org/Safety-Classes-&-Shop-Certification> for details on the current process for training and certification.

The best source for Shop Attendants to verify member training and certification is the log found on the shop computer. When members sign in their training record will be displayed showing which tools they currently are certified to use. If a member is not certified to use a tool, then the member should not use the tool.

G. Machine Safety Rules

The most current version of machine safety rules can be found on the guild website at: <https://guildoforegonwoodworkers.org/resources/Documents-New/Education/WOODWORKERS%20GUILD%20SAFETY%20MANUAL.pdf>

H. Monthly Fire Extinguisher Inspection

Ensure access to the extinguisher is not blocked, and that the sign indicating its location is readily visible.

The pressure should be in the green zone on extinguishers equipped with a gauge. If not in the green zone, the extinguisher requires professional maintenance. Report this to the Safety Committee via email safety.chair@guildoforegonwoodworkers.org

Verify the locking pin is intact and the tamper seal is not broken.

Visually inspect the hose and nozzle to ensure they are in good condition, showing no signs of cracking or dry rot. Visually inspect the extinguisher for dents, leaks, rust, chemical deposits or other signs of abuse/wear and note any findings on the inspection report. If the extinguisher is damaged or needs recharging report this to the Safety Committee via email safety.chair@guildoforegonwoodworkers.org

Check the inspection tag for previous and required inspection, maintenance, or charging and initial and date your inspection. Note the inspection in the log.

I. Family Membership

The Guild Family Membership provides an opportunity for the limited introduction of youth to woodworking by way of family participation. To do so, youth must be part of a family membership with one or two legal adult guardians. Requirements for participation of the youth include:

1. All family members must complete the Guild safety orientation class.
2. All must sign the Guild liability release form with guardians also signing for the youth.
3. Eligible youth will be considered only those from ages 10-17.
4. One or more legal guardians must be onsite and responsible for the youth whenever onsite at the Guild Shop.
5. Under no circumstances will youth be allowed to use the equipment in the machine shop portion of the Guild Shop. They may only pass through the machine shop to access the bathroom or library and when doing so must be accompanied by their legal

guardian. All Guild safety procedures must be adhered to when passing through the machine room.

PARTICIPATION:

- These youth are allowed to have working access to the bench room only. They may use all hand tools and the battery-operated drills.
- If desiring to use sharp-edged tools, the youth and legal guardian shall review their knowledge of such tools with the Shop Attendant to ensure that their use will be in accordance with safety expectations.
- The member legal guardian must participate in all activities with the youth and ensure safe participation of the youth.
- Youth have access to and use of the library and bathroom but must be accompanied by the legal guardian when in the library or passing through the machine room.
- Youth are encouraged to attend monthly program meetings but must be under the direct supervision of the legal guardian when doing so.

K. Incident Report

The incident report can be found on the main page of the shop computer. Complete this form and it will automatically be e-mailed to the appropriate people:



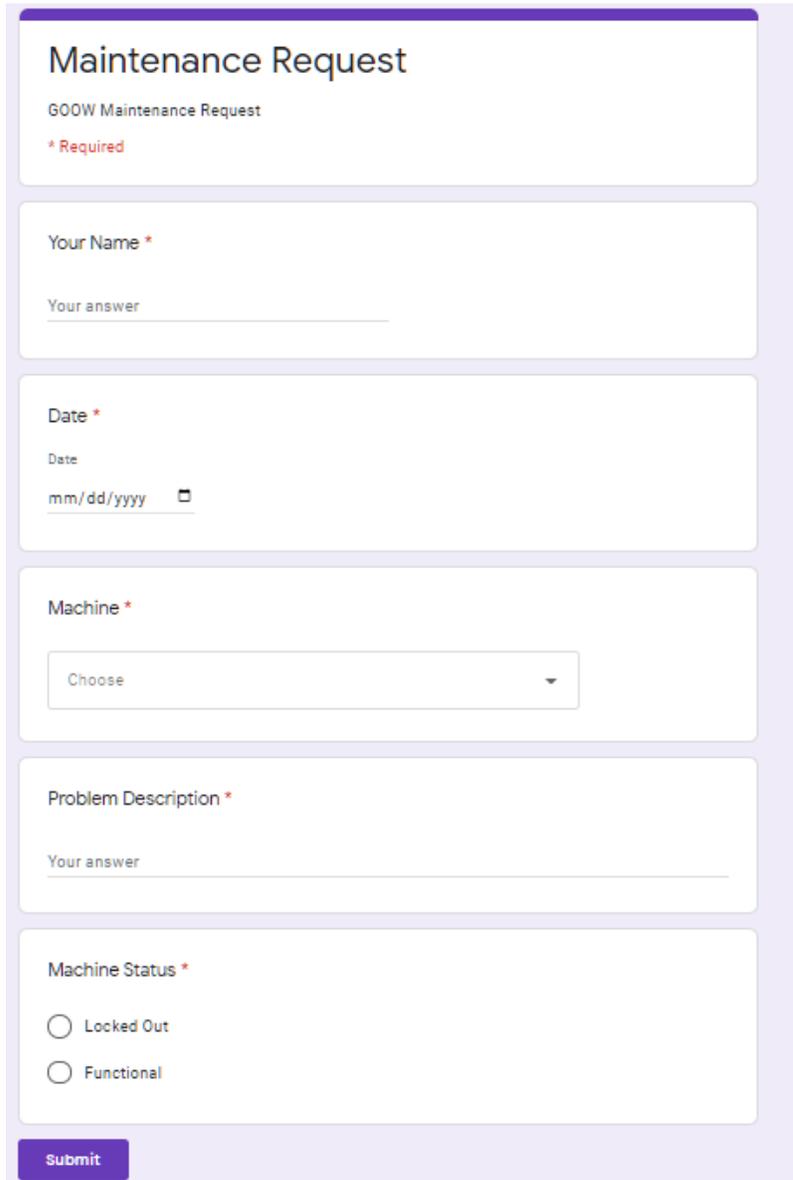
Incident Report Form **SAVE FORM**

Duty SA Name: <input type="text"/>	Date: <input type="text"/>	Time: <input type="text"/>	Was 911 Called? <input type="text" value="NO"/>
What happened? <input style="width: 100%; height: 30px;" type="text"/>			
What Injuries/damage occurred? <input style="width: 100%; height: 30px;" type="text"/>			
EMS actions (if responded): <input style="width: 100%; height: 30px;" type="text"/>			
Person(s) injured <input style="width: 100%; height: 20px;" type="text"/>			
Anyone transported by ambulance?		Name(s) if YES	
<input type="text" value="NO"/>		<input style="width: 100%; height: 20px;" type="text"/>	
Witnesses: <input style="width: 100%; height: 30px;" type="text"/>			
What tools (if any) were involved? <input style="width: 100%; height: 30px;" type="text"/>			
Why did the person(s) involved think it happened? <input style="width: 100%; height: 30px;" type="text"/>			
Were safety rules followed?		Explain	
<input type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>	
Any tool damage? <input type="text" value="NO"/>		Cost? <input type="text"/>	Tool locked out? <input type="text" value="NO"/>
<input style="width: 100%; height: 30px;" type="text"/>			
Additional SA actions taken? <input style="width: 100%; height: 30px;" type="text"/>			
Recommendations for preventive action? <input style="width: 100%; height: 30px;" type="text"/>			

Figure 5: Incident Report Form

L. Maintenance Request Form

In order to expedite the response for Maintenance request fill out the shop maintenance form. This Form can be launched from the shop computer using the link on the Desktop or from the task bar. Once you hit submit this form will send an email out to the maintenance team. If you have clicked the “LOCKED OUT” Button it will update the status on the website. The form is shown in figure 6 below.



The screenshot shows a web form titled "Maintenance Request" with the subtitle "GOOW Maintenance Request". A red asterisk indicates that certain fields are required. The form contains the following fields:

- Your Name ***: A text input field with the placeholder "Your answer".
- Date ***: A date picker field with the placeholder "m.m/dd/yyyy" and a calendar icon.
- Machine ***: A dropdown menu with the placeholder "Choose".
- Problem Description ***: A text input field with the placeholder "Your answer".
- Machine Status ***: Two radio button options: "Locked Out" and "Functional".

A purple "Submit" button is located at the bottom of the form.

Figure 6: Maintenance Request Form

N. Saw Stop

The manufacturer includes certain prohibitions regarding the types of blades to use in the SawStop to ensure that the brake works properly if activated.

Any 10" standard-tooth steel blade with steel or carbide teeth can be used. Do not use blades with tooth "shoulders" (often called depth-limiting or anti-kickback shoulders), as these blades will take longer to stop in the event of an accident. Do not use blades with non-conductive hubs or teeth, as the safety system will not allow the saw to operate with these blades installed. Please let us know if you have any questions.

The SawStop safety system is designed for use with standard 10" blades with kerfs from 3/32" to 3/16". Blades with kerfs much thinner than 3/32" should not be used because those blades might not be strong enough to withstand the force applied by the brake when it activates. As a result, those blades might deform and stop more slowly in the event of an accident, resulting in a more serious injury. Blades with kerfs much thicker than 3/16" are heavier than standard 1/8" kerf blades. Therefore, those blades should not be used because they may stop more slowly than standard blades in the event of an accident, resulting in a more serious injury. Similarly, stacks of 2 or more 10" blades should never be used on your SawStop saw as the combined weight of the blades may be too heavy to stop quickly. If you need to use a blade with a kerf thicker than 3/16", use an 8" dado set with the optional SawStop 8" dado cartridge. The dado cartridge is designed for use with 8" dado sets up to 13/16" wide.



Figure 7: Tooth Shoulder Carbide Blade

P. Shop Card Usage Acknowledgement

Shop Usage Card Acknowledgement
Version 3.3
September 30, 2019

I acknowledge and abide by the following:

Duration & Use

1. I understand that Shop Usage cards do not have expiration dates except for the unlimited use 6 or 12 month cards.
2. I understand that I need to be a Guild member in good standing to use the shop.
3. I understand I need to have my Green card before I can use all the user available shop equipment or have a White card and a certification sticker for use of specific machines.
4. I understand I can only use the shop for 8 hours in one day.

Revocation of Shop Usage Card

My Shop Usage Card will be revoked (with no refund) immediately if I am guilty of any of the following. To purchase another Shop Usage Card requires approval of the board.

1. I show up to work at the shop and I am under the influence of alcohol or drugs
2. I am guilty of stealing equipment from the Guild, Owner or other member.
3. I verbally or physically abuse or accost anybody in the shop.
4. Payment for my card is not valid (requires approval of the Treasurer only to get another card).

Revocation of Green Card

My Green card will be revoked immediately if I am guilty of any of the following. I must retake the *Shop's Safety & Orientation (S&O)* class and pass the *Hands-on Safety Test (HOST)*.

1. I consistently violate any of the safety rules as defined in the Guild Safety class or by the Shop Attendant.
2. I ignore the Shop Attendant when advised I am doing something unsafe and continue that unsafe operation.
3. I consistently ignore the shop rules with regards to food in the machine room, failure to clean up after myself, or any other shop rules.

Indemnity of the Guild

I am aware that woodworking is a hazardous activity. I voluntarily participate in these activities with the knowledge of the danger involved. I do hereby agree to accept any and all risks of injury or death from these activities.

Please sign and bring with you when you first use the shop. This document and your Shop Usage Card will be kept on file in the membership file cabinet. Your Shop Usage Card cannot be used until this document is on file and you have your Green card.

Member Signature & Date

Print _____

Sign _____

Date _____

Guild Signature & Date (Shop Attendant or Board Member)

Print _____

Sign _____

Date _____

Q. COVID 19 Special Rules

These rules are in place in 2020 for the COVID 19 outbreak and will apply as long as this remains a public health issue and may also be applied during any future similar outbreak.

- Registration is required for all events and is limited to 6 people plus the Shop Attendant and/or Instructor. Events are listed on the Guild Calendar on the website - you'll need to be logged in to see most of them. Open shop is only listed if there is a shop attendant.
- Wash your hands before entering the shop. A wash station is available outside the bench room door when the shop is open.
- Wear a face covering - this is a cloth or paper mask that does not have an exhaust valve. Disposable masks are available for \$1 at the shop. At this time, face shields are not allowed unless worn over a mask.
- Wear eye protection at all times. In the bench room, this does not have to be ANSI rated safety glasses (unless you are doing something with the risk of impact).
- Maintain social distancing - approximately 6 feet.

Shop attendants are responsible to make sure that members are following these rules and that all members have properly logged into the shop computer and are recorded in the logbook.