

# Shop Policy and Guide

rev 20200213



Located at the Florence Bain Senior Center  
5470 Ruth Keeton Way, Columbia Maryland 21044  
Phone: 410-313-7212

# Signature Page

## HCWG Shop Policy and Guide

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## I INTRODUCTION

This document provides the policy and procedures for the Howard County Woodworkers Guild (HCWG) Shop operation located at the Bain Center. The intent is to guide shop use for safe and smooth operation. It also defines the roles and responsibilities of what we refer to as the Shop Coordinator and Assistant Shop Coordinator. These Coordinators manage overall shop operation while Shop Monitors work in the shop alongside shop users to assist them when needed and to make sure that the shop is used in a safe manner. This document is considered a "living document", modified as necessary to realize the above intent as stated.

The HCWG Shop location is at the Florence Bain Senior Center. The shop equipment is the property of the HCWG with the exception of the central air vacuum unit. This equipment is/was acquired either by donation or through membership dues. Maintenance of the equipment is provided by membership volunteers. The continued good condition of the equipment is dependent on proper use and it is intended for hobby applications, educational purposes and instances where the Guild constructs items for charitable purposes. The low membership fees are not designed to support heavy equipment use for continued profit or business purposes. All members are expected to use the shop by abiding by the HCWG Shop Policy and Guide.

Many thanks to the Guild members who provided feedback during the process of preparing this Shop Policy and Guide.

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## II HIGHLIGHTS

This section is provided for convenience listing significant items of the Shop Policy and Guide. All members using the shop are responsible for reading the full document and abiding by its rules.

1. Guild members only are allowed in the shop during shop use. Power tools must be disabled to allow Bain Staff or County Officials shop entry. Visitors may enter the shop off-hours, or at the end of the day during clean-up when tools are off (Section III-5). Users must be at least 16 years of age; under 18 years of age must be accompanied by a member adult (Section III-4).
2. Shop opens only if a monitor or coordinator is present (Section III-6), and the Shop Coordinator must be informed that the shop is open when it has been declared closed (Section III-6-e).
3. On days that Shop Monitors monitor, they shall not bring in their own work and keep their primary focus on users (Section IV-2-a-i).
4. A monitor may ask some users to temporarily leave the shop if the number of users in the shop becomes unsafe or prevents a monitor from effectively focusing on users (Sections III-5-b and III-7). A signup sheet may be established if the number of users increases on a daily basis where the shop becomes unsafe or prevents a monitor from effectively focusing on users.
5. Safety eye-wear must be worn by everyone in the shop at all times. The eye-wear must be ANSI Z87.1 compliant and bear the Z87+ mark indicating they are impact-rated. Members are expected to bring their own safety eye-wear. Prescription glasses also require Z87.1 impact compliant side-shields.
6. Power tool use is only allowed when two or more members are in the shop (Section III-8-d).
7. Equipment Training Certification for use or maintenance is required for all users (Section-III-3-iv).
8. Blowing dust is only allowed at the end of a shift (to cleanup) or during assigned cleanup shifts. Blowing dust must be performed in conjunction with proper air filtering (Section III-8-e).
9. Working with pressure treated wood is not allowed in the shop (Section III-8-f). Wood with moisture greater than 15% should not be cut on the table saw, but may be cut on a band saw (cleaning the blade and table immediately after cutting) (Section VI).
10. Members will pay for damage if they trip the SawStop cartridge (Section III-10-b-i).
11. User work pieces must be removed from tools and benches and hand-held tools must be placed in their proper storage areas after use (Sections V-2-b-vii, and V-2-d-ii).
12. Time spent on tools and benches may be regulated at a monitor's discretion in order to give users a fair share of time on a tool or a bench (Sections V-2-b-vi and V-2-d-iii).
13. All members using the shop must sign a SHOP SAFETY INSTRUCTIONS form (Appendix V), USE WAIVER form (Appendix VI), Bain Senior Center registration form available in the shop and at the front desk of the Bain Center.
14. Wood types and tool care: no wet wood on table saw; clean after cutting wet and resinous wood (Section VI).
15. Tool loans allowed for overnight use only, and discouraged for low quantity tools. A record is kept of loans (Section VII).
16. Restrictions on shop use: intended for hobby, education or charitable purposes, not for-profit purposes on an on-going basis (Section I). The shop is not to be used for personal storage (Section V-2-d).
17. Use of sprays and liquids is only allowed for maintenance purposes and only with adequate ventilation (Section VIII).

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## III POLICY

### 1. MEMBERS IN GOOD STANDING

- a. Only members IN **GOOD STANDING** may work in the shop. A member is in good standing when they have paid dues (verified by a membership card or Membership list), agree to follow shop policies (Section II) and procedures (Section III), behave responsibly (Section IV), do not abuse equipment and work cooperatively.

### 2. MEMBERS NOT IN GOOD STANDING

- a. Members are deemed **NOT IN GOOD STANDING** if they have repeatedly violated the Shop Policy and Guide which will lead to consequences given in Appendix IV. Violations include offenses such as, but not limited to:
  - i. Unpaid dues
  - ii. Unsafe operation of equipment or tools.
  - iii. Repeated misuse or abuse of equipment or tools.
  - iv. Not wearing approved safety glasses while in the shop.
  - v. Repeated offenses that have been pointed out by a monitor.
  - vi. Compromise the safe use of the shop by other members.
  - vii. Dominate the use of a tool or machine so that no other user has access to said equipment in a reasonable amount of time.

### 3. FORMS REQUIRING MEMBER SIGNATURE

- a. All members using the shop are required to sign several forms:
  - i. Universal Shop Safety Instructions (Appendix V)
  - ii. Use Waiver (Appendix VI)
  - iii. Bain Senior Center Registration (available from the Bain Center)
  - iv. Equipment Certification (Appendix IX)
    1. Users are required to demonstrate their competency on each tool they endeavor to use or maintain and will receive training on such equipment. An Equipment Certification form will be kept on each individual using or maintaining any of the shop's equipment. The form includes all equipment in the shop, the users signature agreeing to the certification process and signatures of the person(s) approving what equipment the person is qualified on and the date of certification.
    2. Training may be performed by a monitor or by a user who has previously acquired certification on a specific piece of equipment. If a user provides training, a shop monitor or the shop coordinator must be present to observe (but not necessarily perform) the training. In this case, the monitor or coordinator need not be qualified on the specific piece of equipment. Alternatively, training may be established by an expert hired by the Guild for the specific purposes of training.

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### 4. MINIMUM AGE

- a. Shop users must be a minimum of 16 years of age. Members under 18 must be accompanied by their legal guardian while using the shop.

### 5. VISITORS

- a. Should Bain Staff or other County Officials require entry to the shop when the shop is in use, members will be asked to stop using power tools for the duration of the visit.
- b. Non-member visitors may visit the shop off-hours, or at the end of a day's shift during clean-up when all tools are off. (See also Section IV-2-c). Monitors should welcome visitors and are encouraged to offer a summary of available equipment and information about the guild (outside of the shop during shop use).
- c. Member visitors (that is, those not working on a project) may be asked to leave the shop to make room for members needing to use shop facilities.

### 6. OPENING/CLOSING POLICY

- a. Only the scheduled monitor of the day may have the shop opened by Bain Center staff, and then initiate setup as described in Appendix II SHOP MONITOR CHECKLIST.
- b. The Monitor will complete the daily shop start-up procedures and may request help from members prior to shop use.
- c. If the scheduled monitor does not show up, only a current, designated shop monitor or coordinator can act as his or her substitute. If another monitor or coordinator is not present, then the shop must remain closed for the day.
- d. When monitor coverage is needed, an e-mail request will be sent to all monitors. If a positive response is not received 3-days in advance of the day that needs to be covered, the shop will be declared closed for the uncovered day. This gives time:
  - (i) to post a hard-copy notice on the Shop door so that the usual shop participants are aware, and
  - (ii) to post the closure on the website and send a notice to all Guild members to announce the closure, and
  - (iii) to notify the Bain Staff of the closure.
- e. The Shop Coordinator must be informed that the shop is open when it has been declared closed.

### 7. OCCUPANCY LIMIT

- a. A monitor may ask some occupants to temporarily leave the shop if the number of occupants in the shop becomes unsafe or prevents a monitor from effectively focusing on users. In such a case, the recommendation is to ask occupants not actively working to temporarily leave.
- b. The Shop Coordinator may implement a signup sheet if the number of users increases on a daily basis where the shop becomes unsafe or prevents a monitor from effectively focusing on users.

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- c. The Shop Coordinator may restrict occupancy to a limited number of people allowed in the shop at any one time if neither a. nor b. prove manageable in order to maintain safety.

### 8. SAFETY REQUIREMENTS

ALL persons present in the shop are required to adhere to the listed safety requirements.

- a. Safety eye-wear must be worn by everyone in the shop at all times. The eye-wear must be ANSI Z87.1 compliant and bear the Z87+ mark indicating they are impact-rated. Members are expected to bring their own safety eye-wear. Prescription glasses also require Z87.1 impact compliant side-shields. Appendix X provides information on the standard.
- b. Hearing protection gear is recommended and includes ear plugs or ear muffs.
- c. Breathing protection gear is recommended and includes masks or respirators.
- d. Power tools shall not be used when there are less than two members in the shop simultaneously.
- e. Blowing of dust is only allowed at the end of a shift or during assigned shifts dedicated to cleaning.
  - i. When blowing does take place, others in the shop will be informed prior to blowing to offer the opportunity to wear breathing protection.
  - ii. An air filtration device, other than the wall-mounted filters, should be used while blowing dust. Air filtration devices include a vacuum cleaner or a filtered fan.
  - iii. Surfaces will be cleaned after blowing takes place.
- f. Restrictions on types of wood
  - i. Cutting/planing or any type of processing of pressure treated wood is not allowed in the shop.

### 9. INCIDENT REPORTS

- a. A written incident report, signed by the shop monitor and the individual(s) involved, and oral testimony if requested, shall be provided to the Shop Coordinator within 24 hours of any incident. Ordinarily, the report will be written by the monitor, but other individuals may also write incident reports. See Appendix I INCIDENT REPORT FORM.

### 10. DAMAGE

- a. The Guild will replace or repair equipment that is properly used and maintained when it malfunctions. Replacement of equipment, or parts of equipment, and the repair of equipment is left to the discretion of the board based on budgetary considerations.
- b. Members shall pay for equipment when they are responsible for breakage or damage.
  - i. A member who trips the SawStop Safety cartridge will pay the Guild for replacement and/ or repair of the SawStop cartridge and blade.



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Failure to pay the Guild will result in that member no longer being allowed to use the shop. An INCIDENT REPORT is required when a cartridge is tripped.

### **11. SHOP CHANGES, PURCHASES AND REIMBURSEMENT**

- a. All shop changes or purchases are to be approved in advance by the Shop Coordinator who will in turn submit them to the Treasurer for final approval. If the purchase is approved and executed, a purchase may be reimbursed by submitting a reimbursement form (Appendix VII).

### **12. CONSUMABLES**

- a. The purchase of consumable items is not in general supported by the Guild's budget so that low annual member dues can continue to be realized. Shop users should supply consumable items. Some examples include sandpaper sheets, stains, paint, glue, screws, nails, razor blades, dust masks, and etc. Much of this material is available for use that has been donated over time, or at such a minimal cost so as not to impact the budget.

## **IV ROLES AND RESPONSIBILITIES**

### **1. SHOP COORDINATOR/ASSISTANT COORDINATOR**

- a. Provide orientation for new shop monitors and refresher training for existing shop monitors on an annual or as-needed basis.
- b. Create and maintain a schedule for shop operation for normally scheduled use and for specially designated cleanup times.
  - i. For normally scheduled use, provide a listing of monitors and time slots supported by each monitor.
  - ii. Inform shop users when the shop is closed due to unavailability of a monitor or when specially designated cleanup times are scheduled.
- c. Maintain the shop sign that identifies monitors by name and their photograph to assist the Bain Center staff in verifying individuals allowed to have the shop opened.
- d. Interact with Shop Monitors to obtain feedback on shop operation followed by facilitating any procedural changes aimed at improving shop operation based on the feedback.
- e. Work with the HCWG treasurer by requesting purchases identified to maintain the shop and to facilitate shop improvements.
- f. Work with the Assistant Shop Coordinator to achieve items a-e above.
- g. Assistant Coordinator assumes the responsibility of the Shop Coordinator in the Shop Coordinator's absence to take charge of items a-e and to attend a Board meeting should such a meeting take place.
- h. Determine if members in the shop maintain a Good Standing (Section II-1), and document actions describing insubordination in an INCIDENT REPORT (Appendix I).

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- i. Inform the insubordinate member of the documented action.
- ii. Inform the board members of the documented insubordination.

### **2. SHOP MONITOR**

- a. Oversees daily shop operation:
  - i. On days that Shop Monitors monitor, they shall not bring in their own work and keep their primary focus on users.
  - ii. Assures that safety policy is followed.
  - iii. Opening and closing the shop and following the Procedures as described in the PROCEDURES section.
- b. Interacts with shop users to:
  - i. Assure safe operation of equipment.
  - ii. Train as necessary to familiarize users with equipment usage (See also Section III-2).
    - 1. Checks the Equipment Certification Forms of individuals present to verify that they are qualified to operate equipment that they use.
  - iii. Repair equipment as needed or tag any equipment in need of repair as "Out of Service" and if possible, describe what is wrong with the equipment.
    - 1. Service on equipment should be written on a Maintenance Log Sheet mounted on the equipment (Appendix VIII).
- c. Identifies anyone wishing to enter the shop as a HCWG member. Power tools must be turned off to allow access for Bain Staff or County Officials. Non-members must remain outside of the shop during shop scheduled hours. (See also Section III-5 Visitors).
  - i. Welcome inquiries be they members or non-members. (See also Section III-5 Visitors).
- d. Determine if members in the shop maintain a Good Standing (Section II-1), and document actions describing insubordination.
  - i. Inform the insubordinate member of the documented action.
  - ii. Inform the Shop Coordinator and Assistant Shop Coordinator of the documented insubordination.

### **3. SHOP USERS**

- a. Adhere to safety requirements
- b. Inform the monitor of any equipment problems
- c. Request training on any equipment you are not familiar with

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### V PROCEDURES

#### 1. MONITOR DAILY CHECKLIST ITEMS

- a. *Appendix II - SHOP MONITOR CHECKLIST* lists daily activities that should be performed by a monitor. It provides the steps typically performed in Opening the shop (Shop Set-up), Daily Procedures, Incidents/Emergencies, and Shop Closure (Shop Shut Down).
- b. *Appendix III - EQUIPMENT CHECKLIST* lists Tools (or Equipment) to be inspected (under the Tool/Equipment and Model columns) and what to inspect on each Tool (under the Regular Maintenance column). A "Typical Replacement Parts" column provides items that typically exhibit wear and are replaced/maintained for a given tool.
  - i. Maintenance on equipment should be written on a Maintenance Log Sheet that is mounted to the equipment (Appendix VIII).

#### 2. USERS

- a. Place safety eye-wear on upon entering the shop
- b. Power tool use:
  - i. Follow operating safety instructions in the tool's manual
  - ii. Check area around tool and remove any obstruction before turning on the tool's power.
  - iii. Restrictions on wood use - Section VI.
  - iv. Turn power off after power-tool use.
  - v. Clean power tool after use.
  - vi. Remove work pieces from tool
    1. *Exception:* A piece may be left in a lathe by a user at the end of a work session, but the piece may be removed at the beginning of the next session if that user does not show up at the beginning of the next session and a different user needs to use the lathe.
  - vii. Time on a power tool
    1. If multiple users need the same tool, we ask that users be considerate to others and limit their time to offer others the opportunity to also use the tool. Tool use may be regulated at a monitor's discretion in order to give users a fair share of time on a tool.
- c. Hand-held Tool use:
  - i. Hand-held tools should be placed in their proper storage area after use.

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- ii. Edge tools such as chisels, gouges and planes should be re-sharpened as required. These are listed under the Equipment Checklist of Appendix III.
- d. Bench use:
  - i. Clean bench after use and place any tools or materials used back in their storage area.
  - ii. Daily, remove work pieces from the shop to give others free access to work areas.
    - 1. *Exception:* Work pieces may be left on a bench by a user at the end of a work session, but the pieces may be removed at the beginning of the next session if that user does not show up at the beginning of the next session and a different user needs to use a bench.
  - iii. Time on a bench
    - 1. Benches are generally available on a first-come-first-serve basis but must be cleared as described by the previous paragraph c-ii-1. The Shop Coordinator may establish a signup schedule if demand proves that a first-come-first-serve basis is not workable.
- e. Restrictions on Shop use:
  - i. The shop is intended for non-profit hobby use and to support charitable purposes (e.g., toys for tots). The shop must not be used for profit purposes on an on-going basis.
  - ii. The shop is not to be used for personal storage of any kind. Keeping work pieces overnight is allowed but may be removed if the owner fails to show the next day and the pieces impose on others being able to use the shop.

## VI WOOD TYPES AND TOOL CARE

- 1. *Wet wood:*
  - a. Woods having a moisture content greater than 15%
    - i. must be avoided on the table saw to prevent the possibility of tripping the SawStop cartridge.
    - ii. may be cut on the bandsaws, cleaning the blade and table surface immediately after use.
- 2. *Resinous woods:*
  - a. After cutting woods containing resin (typically conifers like cedar, fir, juniper, pine, redwood, spruce, yew and larch), especially when wet, the blade should immediately be cleaned by cutting a dry non-resinous wood. If excessive resin is present, the blade should be removed and cleaned

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### 3. *Pressure treated wood:*

- a. Cutting/planing or any type of processing of pressure treated wood is not allowed in the shop. (Repeated from Section III, item 8f.)

## VII TOOL LOANS

Hand and power tools may be loaned on a case-by-case basis and must be returned the following day that the shop is open. Borrowing any hand or power tool must be approved by the monitor on duty and is discouraged if a limited quantity of the tool is available. Tools borrowed will be recorded by:

- tool type, make, serial number (if applicable), date, borrower, phone number and approving monitor.
- when returned, the date of return will be recorded, or the entry may be crossed off.

Records may be kept on a sheet of paper, chalk or erase board.

## VIII SPRAYS, LIQUIDS

Spraying of paints or finishes in the shop is only allowed for maintenance purposes and with proper ventilation (e.g., use of a filtered fan with a window open). One example of use may be to mark equipment for safety purposes.

Use of liquids with high Volatile Organic Compound (VOC) content (i.e., not marked specifically as having Low VOC content) is only allowed in the shop for maintenance purposes and with adequate ventilation (e.g., use of a filtered fan with a window open). Some examples of the need for high VOC use is equipment lubrication or spray adhesive for abrasive mounting on the disk sander.

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Howard County Woodworkers Guild, 5470 Ruth Keeton Way, Columbia Maryland 21044

Phone: 410-313-7212

MONITOR NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER and/or email: \_\_\_\_\_

PERSON(S) INVOLVED: \_\_\_\_\_

NATURE OF INCIDENT (check all that apply):

1. Damage to \_\_\_\_\_ equipment.
2. Unsafe Practice
3. Personal injury
4. Belligerent, disruptive or uncooperative behavior
5. Other

Describe the Incident specifically as it happened (facts) including any actions before or following the incident. If necessary, use the back of this form or attach another sheet.

Incident: \_\_\_\_\_

\_\_\_\_\_

Describe your opinions as to the cause and recommend resolutions to the Board:

\_\_\_\_\_

\_\_\_\_\_

Monitor Signature & Date: \_\_\_\_\_

Member(s) Signature & Date: \_\_\_\_\_

*continued next page*

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BOARD ACTION ON INCIDENT REPORT

DATE(S) ADDRESSED AT BOARD MEETING

Summary of Board Discussions:

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Recommended Actions, including who will do what and by when.

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## APPENDIX II - SHOP MONITOR CHECKLIST

### Shop Set Up

- Dust Collection Start Up.
  - o Main Dust Collector
  - o HEPA Air Filters – set timer for 4 hours
  - o Checking filters/hoppers and gates for blockage
- Power Equipment Set Up
  - o Table Saw – Turn on “Saw Stop” as it takes a few minutes to warm up
  - o Visually Inspect all power equipment for problems, fix or tag out as necessary
- General Shop inspection
  - o Proper Placement of equipment to ensure safe access for members.
  - o Sign in Log on the desk with a pencil
  - o Availability of PPE (this is a topic for discussion)
- First Aid Kit – Inspect for content
- Fire Extinguisher – check to be sure it is there and is charged
- Check for the work done by the night custodian

### Daily Procedures

- Check that members who are using the shop have a completed waiver form on file
- Complete a new user orientation for any new members using the shop
- Perform any maintenance that is needed for that day (log on equipment when completed)
- Adjust or repair any equipment as necessary (or report to the Shop Coordinator if you can't do it). Service on equipment should be written on a Maintenance Log Sheet mounted on the equipment.
- Observe members and make suggestions as necessary. See shop policies if any problems arise.
- Notify Shop coordinators of any parts that are needed (be as specific as you can)
- Inform the Shop Coordinator of significant issues of the day (e-mail suggested)

### INCIDENTS/EMERGENCIES

- CONTACT THE BAIN CENTER FRONT DESK IN THE CASE OF AN EMERGENCY
- Call the Shop Coordinator in the event of any injury
- Complete an incident report and place it in the Shop Coordinator's mail box

### Shop Shut Down

- Engage members in cleaning up their work areas or any equipment that they've used.
- Vacuum all equipment and benches and sweep floor
- Check all power equipment to ensure that it is deenergized and in proper order to be used for the next day
- Place any equipment that has been left out of place back in its proper location
- Shut Down Dust Collector (it goes through a shut-own sequence after it's been turned off... no further action is necessary)
- Check waste baskets for any indication of smoldering or overheating
- Lock the windows, turn off the lights, and lock the door



## APPENDIX III - EQUIPMENT CHECKLIST

**Equipment Check List (revised 9/19/2019)**

Tool	Make	Model	Maintenance/Interval		Typical Replacement Parts/Comment
			Remove bags and clean Vacuum outer filter	4 days 1 month	
Air Cleaner	Jet	AFS-1000B			Outer Filter (5 micron), Electrostatic: P/N 708731, or 708732 (washable) Inner filter (1 micron), Pocket filter P/N 708733, or 708734 for Charcoal
Air Cleaner	Jet	AFS-1000B			Bearings, P/N 6082 8mm X 22mm X 7mm
Bandsaw	Powermatic	PWBS-14	Vacuum inside Bearings locked/aligned with blade? Check blade near weld Wheel tires clean?	As needed	
Bandsaw	Jet	JWBS-14CS	Periodically wax rear portion of blade Resin on blade?		105" Blade with riser (check this)
Chop (Mitre) Saw	DeWalt		Vacuum port clear? Blade clean?	As needed	12" blade
Drill Press	Sears/Craftsman	113.213131			
Edge Tools (hand-held)	Various	Various	Sharpen as required	As needed	Chisels, hand-plane blades, gouges - check regularly, sharpen as needed
Fire Extinguisher	Johnson & Johnson	721522	Past expiration date ?	As needed	
Jointer	Powermatic	37-220	Vacuum chute clear? Are cuts smooth?	As needed	Cutters may need to be rotated
Lathe	Jet	JWL-1442VS	Any noise/slippage?	As needed	
Lathe	Rockwell/Delta	67-5815	Rollers clean of wood chips? Are cuts smooth?	As needed	Cutters may need to be rotated
Planer	Grizzly	G0453Z	Oil drive rollers	1 month	
			Vacuum Funnel Cleared?	As needed	
			Change gear lube oil	1 month	
Sander (Drum)	Jet	Performax 16-32	Conveyor belt drifted?	As needed	3" cloth back
Sander (Drum)	Shop Built	n/a	Drum sand roll in good shape?	As needed	4.5" hook&loop sanding role
Sander (Orbital)	Milwaukee		Drum sand roll in good shape?	As needed	Replace with 5" 8-hole Ryobi backer pad, A21BP01
Sander (Oscillating )	Rigid	EB44242	Check hook-an-loop backer pad	As needed	
Sander (Disk/Belt)			Filters clear?	As needed	
Sharpner (Grinding Wheel)	Darex, LLC	WS3000	Excessive wear on grinding wheel?	As needed	
Table Saw	SawStop	PCS31230	Blade clean?	As needed	10" blade
			Motor carriage smooth to elevate?	As needed	Change cartridge and adjust if using a Dado blade (designed for 8" Dado)
Vacuum (Shop Vac)	Rigid	WD14500	Cabinet inside clear of wood dust?		- Dado blades not greater than 8" dia. (DeWalt DW7670; Freud SD208S)
Vacuum (Shop Vac)	Rigid		Dust collector bucket 1/2 Full?	As needed	
Vacuum (Shop Vac)	Rigid		Vacuum container need clearing?		
Vacuum System (Central)			Filters clear?		
			Hopper	1 month	
			Bags	3 months	
			Unused ports closed?	n/a	
<b>Miscellaneous</b>	<b>Make</b>	<b>Model</b>			
Fuse for Circuit 21	Bussman	FRN-R-15			BP/ FRN-R-15

## HCWG Shop Policy and Guide

APPENDIX IV rev 20190127

### APPENDIX IV - MEMBERS NOT IN GOOD STANDING: CONSEQUENCE

The POLICY Section III of this document defines what constitutes shop user members **IN GOOD STANDING** (Section III-1) and those **NOT IN GOOD STANDING** (Section III-2). Consequences for shop users deemed **NOT IN GOOD STANDING** include:

1. For the first offense, the monitor has the option to issue a warning. If the monitor decides the offense was especially dangerous to other members, or especially harmful to equipment, a warning is not required and the monitor should proceed with step 2, or 3.
2. For repeated offenses, the monitor shall expel the member from the shop for the remainder of the day. If the member will not leave voluntarily, the Bain Center Staff shall be called on for backup. The monitor may also close the shop for the day. The Bain Center Staff and the Shop Coordinator shall be informed of these actions by the monitor. The Shop Coordinator shall inform the Board. The monitor will document the incident in an INCIDENT REPORT (Appendix I).
3. If a member offends again despite a discussion with and warnings from a monitor, either by repeating the same offense or performing some new action inconsistent with shop policy (Section II), procedures (Section III), and expected responsible behavior (Section IV), the member shall be suspended from use of the shop for two weeks. This suspension does not affect other Guild activities. The Shop Coordinator shall be informed of the member's status. The Shop Coordinator shall inform the Board. The monitor will document the incident in an INCIDENT REPORT (Appendix I). The Board may at any time require restitution of Guild funds expended to repair equipment abused by a member, or restitution of other Guild expenses caused by the negligence of a member. In addition to, or instead of restitution, the Board may revoke permission to use the shop or revoke Guild membership.

# HCWG Shop Policy and Guide

APPENDIX V rev 20190206

## APPENDIX V - SHOP SAFETY INSTRUCTIONS

1. Read all operating and safety instructions carefully.
2. Ask for help, when in doubt, on any piece of equipment or power tool.
3. Disconnect tools before servicing and when changing accessories such as blades, bits, cutters. etc.
4. Protect Yourself. Always wear eye protection: either safety goggles, glasses and/or shields. Personal eyewear must be ANSI Z87.1-2015 compliant and marked Z87+, which indicates the eye wear is impact rated. Under certain conditions the noise level may be high. Wear hearing protection to avoid damage to hearing. Dust levels may at times be high and therefore a dust mask or respirator is advised.
5. Never leave tool running unattended. Turn power off. Don't leave tool until it comes to a complete stop.
6. Wear proper apparel. Do not wear loose clothing, gloves, neckties, jewelry or bracelets that can get caught in moving machinery. Open-toed shoes and sandals are prohibited in the shop. Long hair must be contained to avoid becoming entangled in equipment, Sleeves must either be buttoned at the cuff or rolled up above the elbow and loose clothing tucked in at the waist or wear an apron.
7. Use safety guards. Whenever possible use the appropriate safety guards. If a guard is to be disabled, inhibited or removed to perform an operation, an Instructor must be consulted first.
8. Remove adjusting keys and wrenches. Form a habit of checking to see that keys and adjusting wrenches are removed from tool before turning it "on".
9. Keep work areas clean. Remove scraps and non-essential materials from tables and work surfaces before, during and after performing procedures. Stop tools before removing scraps, etc. Clean up sawdust, wood chips and debris from around the base of tools to provide a non-slip surface to stand on.
10. Be attentive. Never operate tools and equipment under the influence of drugs, alcohol, medication, or when tired or in a hurry. Many cold remedies over the counter medicines can impair attention and good judgement. Be aware of the people around you and do not create a distraction that may cause them harm.
11. Keep visitors away. All visitors must be kept out of the shop when the shop is in use.
12. Secure work. Use clamps or vise to hold work whenever practical. Be sure tools are properly mounted to a bench or tabletop.
13. Don't over reach. Maintain proper footing and never reach across a piece of operating machinery.
14. Do not force tools. Don't force the tool to do more than its intended purpose.
15. Sharp edges. Keep fingers and hands clear of sharp cutting edges.
16. Avoid awkward hand positions: Do not place hands in a position where a sudden slip could cause them to moving into a cutting tool.
17. Abide by the **12 and 3 rule**: When the piece you are working with is 12" or less, make sure you are using the proper tool. Never have body parts within 3" of cutters.
18. When using a new or unfamiliar setup or process, do a "Dry Run" before turning on the power.

As well as reviewing the above information with the shop monitor, I have read the Safety precautions for the equipment in the Florence Bain Wood Shop and have asked for and received, clarification of any item on the attached safety lists that I didn't understand. I agree to adhere to all Safety procedures.

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**Name of Facility User**

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**Signature**

---

**Shop Coordinator, or Assistant Shop Coordinator**

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**Date**

## HCWG Shop Policy and Guide

APPENDIX VI rev 20190206

### APPENDIX VI - WAIVER

# Howard County Woodworker's Guild

## Bain Senior Center

### Woodworking Shop Use WAIVER

1. I, \_\_\_\_\_, understand that my participation in the activities provided in the woodworking shop at the Bain Center may involve the use of hand and electrically powered tools and supplies which can be hazardous when not used properly.
2. I acknowledge that I have read, understand, and agree to the instructions provided for the shop tools and will use these tools in accordance with these instructions.
3. I assume the risk of the potential hazards involved in my participation in the shop and I agree to bear the expense of any injury or illness that I sustain as a result of my participation.
4. I understand that neither The State of Maryland, Howard County and its employees, and any members of the Howard County Woodworkers Guild or the staff of the Bain Center will be held responsible for my failure to use the tools and materials supplied or which I bring into the Bain Center for woodworking activities in a safe manner.

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**Signature**

---

**Date**

# HCWG Shop Policy and Guide

APPENDIX VII rev 20200127

## APPENDIX VII - REIMBURSEMENT OF EXPENSE



### *Howard County Woodworkers Guild* *Claim for Reimbursement of Expense*

Date Submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

FROM:

PAYEE OTHER THAN CLAIMANT:

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date of Expense	Itemize or Describe Expenditures (Attach Receipts)	Amount of Expenditure	
(List on separate sheet if more space needed)		TOTAL:	

I HEREBY CERTIFY THAT EXPENSES WERE INCURRED WHILE CONDUCTING  
OFFICIAL HOWARD COUNTY WOODWORKERS GUILD BUSINESS

YOUR SIGNATURE: \_\_\_\_\_

Send Claim to Guild Treasurer: Emanuel Flecker, 10473 Owen Brown Rd. Columbia, MD.  
or Place in Manny's Drop Box in the Shop

If Shop Expense, Submit First To Shop Coordinator: Place in Shop Coordinator's Drop Box in the Shop

APPROVED BY: PRESIDENT: \_\_\_\_\_

TREASURER: \_\_\_\_\_

CHECK NO: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ AMOUNT: \_\_\_\_\_

# HCWG Shop Policy and Guide

APPENDIX VIII rev 20181116

## APPENDIX VIII - MAINTENANCE LOG SHEET

**Maintenance Log**

**Equipment:**

<b>Date</b>	<b>Person</b>	<b>Service</b>

# HCWG Shop Policy and Guide

APPENDIX X rev 20190307

## APPENDIX IX - EQUIPMENT TRAINING CERTIFICATION

### HCWG Equipment Training Certification

rev 20190307

HCWG Member Shop User: \_\_\_\_\_

*Print*

*Signature*

*Signing member agrees to receive training and certification on any HCWG equipment*

Tool	Make	Model	Certified By (use)	Date	Certified By (maintain)	Date
Air Cleaner	Jet	AFS-1000B				
Bandsaw	Powermatic	PWBS-14				
Bandsaw	Jet	JWBS-14CS				
Chop (Mitre) Saw	DeWalt	DWS780				
Drill Press	Sears/Craftsman	113.213131				
Jig Saw	DeWalt	DW317				
Jointer	Powermatic	54HH				
Lathe	Jet	JWL-1442VS				
Lathe	Rockwell/Delta	67-5815				
Mortiser	Delta	14-650				
Planer	Grizzly	G0453Z				
Router	Freud	FT2000Z				
Sander (Drum)	Jet	Performax 16-32				
Sander (Drum)	Shop Built	n/a				
Sander (Oscillating )	Rigid	EB44242				
Sander (Disk/Belt)	Delta/Rockwell	31-730				
Sharpner (Grinding Wheel)	Darex, LLC	WS3000				
Table Saw	SawStop	PCS31230				
Vacuum System (Central)						

## HCWG Shop Policy and Guide

APPENDIX X rev 20190919

### APPENDIX X - ON THE ANSI Z87.1 SAFETY EYE-WEAR STANDARD

Links to some sources that discuss the ANSI Z87.1 Eye Protection standard includes:

1. <https://www.graphicproducts.com/articles/ansi-z871-eye-protection/>
2. <https://www.safetyeyeglass.com/ansi-z87/>
3. <https://www.grainger.com/content/qt-personal-protective-equipment-requirements-125>
4. <https://www.sideshield.com/b-26-wing-mate/>
5. <https://www.allaboutvision.com/askdoc/eye-safety.htm>

Key to the standard are the use of impacted rated (Z87+) eye-wear. The standard also discusses side shields required for use with Z87-2+ prescription glasses. Key excerpts from these sources includes:

1. Source 1: Impact vs. Non-Impact (The Guild requires impact-rated eye-wear)

ANSI Z87.1 classifies eye protection as impact- or non-impact-rated. Impact-rated eye protection must pass certain high-mass and high-velocity tests, and provide eye protection from the side. Impact-rated eye protection will have a plus symbol (+). Impact-rated flat lenses, for instance, will be marked "Z87+."

2. Source 2 and 5 discusses the standard as it relates to prescription eye-wear and the required manufacturers marking:

Source 2:

Manufacturer's logo – complies with Basic impact test requirements. "+" complies with High impact test requirements. Applicables shade designation for tinted lenses. "V" for photochromic lenses. "S" for special purpose lense. All marking must be permanent.

Source 5:

According to the current Z87.1-2010 standard, safety glasses must carry the manufacturer's marking, followed by a "+" sign if the lenses are Impact Rated. For example, if the safety glasses are made by 3M and are Impact Rated, the lenses must be marked "3M+". If the safety lenses are not rated for impact (in other words, they are designed only for protection from chemical splashes, etc.), the marking would simply be "3M". On prescription safety lenses, this marking appears in the upper/outer corner of the lens. On non-prescription safety glasses, it appears at the upper/middle edge of the lens. All markings must be permanent. Tinted safety glasses also are marked with a "V" if they are photochromic lenses, and an "S" if they are considered special purpose tinted lenses.

#### **3. Source 3 discusses a "lateral coverage requirement" (i.e. side-shields):**

The 2010 and 2015 versions have a minimum frontal requirement and for impact rated devices, a lateral coverage requirement: Impact rated protectors must provide continuous lateral coverage from the vertical plane of the lenses tangential to a point not less than 10-millimeters (0.394-inch) posterior to the corneal plane and not less than 10-millimeters (0.394-inch) in height [or 8-millimeters (0.315-inch) for small head sizes] above and not less than 10-millimeters (0.394-inch) in height [or 8-millimeters (0.315-inch) for small head sizes] below the horizontal plane.



## **HCWG Shop Policy and Guide**

APPENDIX X rev 20190919

4. Source 3 provides a table of ANSI Z81.1 Markings:  
Impact rated (Z87+); Impact rated Prescription (Z87-2+)

5. Source 4 discusses the "Safety Optical Service" B26+ WING-MATE product for prescription eye-wear side shields, provided as an example only and no support for the manufacturer is intended. The B-26+™ Plus Universal Sideshield is designed to meet all of the compliance issues of ANSI Z87.1-2010 on small to medium safety frame styles. The Glacier Clear Tint reduces objectionable distractions from glare, increasing visual comfort and productivity. It is easily adjustable for universal attachment to the broad spectrum of safety frames found in the real world workplace.

SOS Universal Sidewear Shields effectively shield the eye providing lateral impact resistance. SOS models are ANSI Z87.1 and OSHA Compliant.