

ARTICLE 7. WOOD SHOP RULES

SECTION 1. All persons using the shop facilities are required to adhere to all rules set forth for the safety and proper operation of the woodworking shop.

Each member shall be given a copy of these rules at the time of enrolment, others may have a copy on request to the Secretary/Treasurer. A copy of the rules shall be posted by the Safety and Education committee in a permanent location in the Wood Shop for all to see. Also a copy of the standing committee members and their telephone numbers is to be posted in a conspicuous place in the Wood Shop. Likewise, a copy is made part of the addendum to these by-laws.

SECTION 2. Upon accepting membership into the woodworking shop organization each individual assumes responsibility for his personal safety while in the Wood Shop. This organization, its individual members, Board or its Officers, have no responsibility for the proper operation of any tools, machines, etc. or for any injuries or other liabilities which may result from any members actions while in or on the woodworking shop facilities.

SECTION 3. Any person Entering or Leaving the Wood Shop must sign in and out in the log book located on the shop desk entering time of arrival. When leaving the Wood Shop members must enter the time of departure. The last member to leave the Shop is asked to insure all vacuums, lights, air conditioners and other power machinery is turned off and that the windows are closed and that the door is properly locked.

SECTION 4. All power, hand tools and associated accessories are available for use on the premises by current members of the organization. The provision of accessories will be within the purview of the Chairman of the Machine and Tool Maintenance Committee in consultation with the Board. Members are expected to be familiar with the tools and the related safety aspects of the tools they use. If a member is not familiar with the operation of a particular tool, prior to using it, they are to contact someone on the Safety and Education committee to obtain training on its use.

SECTION 5. Members may borrow Wood Shop hand tools and power tools for their personal use. The member must annotate the tool(s) borrowed in the logbook located at the Wood Shop front desk and the date of the borrowing. Tools should be returned soon after finishing with them but they should not be borrowed for more than one week.

SECTION 6. Used wood that may have nails, screws, staples, etc. embedded should not be worked on the Wood Shop machines. Wood that is warped requires special techniques to work it on the machines to avoid personal injuries and damage to the machines. Sanding machines should not be used to remove paint, varnishes, glue, or other finishes, etc.

SECTION 7. Materials worked on the Wood Shop machines must be compatible with wood cutting and sanding tools. Artificial stone and some other materials dull or damage blades and cutters rapidly and can generate heat causing a fire hazard. Members must not use materials incompatible with the tools within the Wood Shop.

SECTION 8. Members shall identify with their name, phone number and date and store unfinished projects in the Shop so as to cause minimal interference with the activities of other members. Only projects actively being worked can be left in the shop for a limited time. Typically, less than a week is the expected time for an active project to remain in the Wood Shop. Projects needing more time than a week or requiring a large section of space in the shop shall be approved by the Housekeeping committee chairman or the Wood Shop President.

SECTION 9. Members will not use cleaning or finishing products for projects using aerosol methods within the wood shop.

SECTION 10. Wood shop cleanliness is an essential requirement to maintaining a safe, orderly environment. This is a membership responsibility and not a task exclusively assigned to the Chairman of the Housekeeping Committee. Members will be asked to participate in this effort from time to time. Members who consistently refuse to participate will be in violation of Article 1, Section 6, Membership and Dues.

SECTION 11. Members must provide their own consumable items for use in the Wood Shop. Except for unique items for major power tools, the shop will not provide or purchase items such as sand paper, glue, nails, screws, scroll saw blades, etc.

SECTION 12. From time to time members may desire to have a guest accompany them into the Wood Shop. Generally a guest will be defined as a friend or relative who is visiting the member in OTOW for a short period of time. Guests will be the responsibility of the member. Guests will be asked to execute a Hold Harmless agreement and both the member and the guest are cautioned that the guest may not operate any tool or equipment in the Wood Shop.