

## K-W Woodworking and Craft Centre GUIDELINES/EXPECTATIONS

*The volunteers-in-charge are responsible for the safe operation of the shop, and they have the final say when they are on duty.*

### **KEEP IT SAFE**

**Safety is everyone's business.** Your full participation and co-operation are necessary.

- \* Familiarize yourself with the shop's first aid kit and emergency procedures.
- \* Understand the function and safe operation of the machine you are using. Do not use used or pressure-treated lumber in the machines. Have a volunteer present the first time you use a machine. Ask a volunteer for help if you require assistance with your project or a machine.
- \* Use ... **eye protection** when working with machines and/or power tools.  
**face-shields** when working on the lathes.  
**closed-toed shoes** at all times when working in the shop.
- \* Do not wear jewelry, loose clothing or unbound hair that could get caught in a machine.

### **KEEP IT CLEAN**

**Shop tidiness is everyone's responsibility.**

- \* **Clean** your machine, and surrounding area, **immediately** after use. Return tools to their proper location once you are finished with them.
  - \* Clean your bench and surrounding area before leaving. Take your materials and/or project home with you when you leave, unless you are returning the following day to continue.
- NOTE:** Limited, **temporary** storage is available for **"work-in-progress" only**. Label your material with your name and phone number, and the date. (Material left unattended/unused for an extended period will be put back into general use.)

**Clean-up Time is 15 minutes before closing:**

- ... Turn machine/power tool off and put away tools.
- ... Clean surrounding area.
- ... Assist with general clean up.

### **KEEP IT HONEST**

**This is a "hobby" environment;** limit yourself to personal projects. Commercial or production type work is not condoned.

- \* Wear your nametag, sign in when you arrive, and sign out when you leave.
- \* Report any breakage or equipment malfunction to a volunteer **immediately**.
- \* Put a donation in the box for smaller pieces of wood, and pay a volunteer for large pieces of wood. Use the cash box in the lunchroom to pay for your drinks.

### **KEEP IT FUN**

- \* Enjoy your time at the shop – Please demonstrate mutual respect for all volunteers and fellow members.

**Need help?**  
**Just Ask the Volunteer with the Yellow Hat/Nametag**