

GREENVILLE WOODWORKERS GUILD

EDUCATION CENTER – SHOP MANUAL

INTRODUCTION

This shop manual has two sections: section A, which deals with safety and operating procedures, and section B, which covers the administration of our facilities.

Contents of the safety section include general shop safety procedures, the Board of Director's guidelines for shop operation, first-aid procedures, and operating and safety instructions related to each of our major power tools.

Members using the shop for the first time will be asked to sign a liability waiver form, and will be issued a written document covering general safety procedures and the Board policy regarding the operation of the shop. You are required to become familiar with each of these documents.

The next step for members is to become certified in order to operate the machinery in the shop. Supervisors will walk you through the safety and operating procedures (using section A) for the machines you wish to use, and will determine your qualifications to operate the equipment based on their observations.

The certification process assumes some level of competence has already been achieved, so this training may not be adequate for all members. In cases where additional training is needed, it will be noted by the Supervisor. This training may be obtained through the Guild's mentoring program or from other sources.

The certification process does NOT ensure your safety in the shop. Safety is a personal matter, and members are totally responsible for becoming familiar with and practicing safe working habits.

Section B has the remaining administrative forms and documentation for the operation of the shop. One important form is the member's "Shop User's Record" that is on file in the shop's computer for each member.

Changes, recommendations, or comments related to these documents can be forwarded to asrwood@bellsouth.net.

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