

General Safety Procedures

Greenville Woodworkers Guild (GWG)

NOTE: Failure to comply with these procedures can result in the loss of shop privileges.

1. Read and follow the instructions in GWG policy “Use of the Guild Woodworking Shop” (Policy no. 7, adopted 4/12/04 - <http://greenvillewoodworkers.com/DirectorsManual.htm>).
2. This document does not replace the specific safety and operation instructions associated with individual machines or the shop environment. **Note: Eye protection is required to be worn for all activities in the shop. While hearing protection is recommended while in the shop, it is required when using a router and the panel saw.**
3. It is the responsibility of all members to observe and help to enforce the safety rules of GWG. If you observe an unsafe act, notify the supervisor immediately.
4. Always comply with the directions and requests of the shop supervisor. You must have “GWG certification” on each machine before using it. If you are not familiar or comfortable with the operation of a machine, consult the supervisor.
5. Do not disturb anyone when they are using a machine. Wait until machine is stopped before getting their attention unless an unsafe act is being used.
6. Check to see that work areas are clean, with no loose items on the machine or on the floor around the work area. Be aware of electric cords and air hoses.
7. Inspect equipment prior to use to insure proper operating condition. Guards are not to be removed or disabled. Notify supervisor if problems are found.
8. Be aware of any fire hazard. Aerosol cans and other spray devices must be used OUTSIDE the building with any doors in the immediate area closed. Rags and brushes used in finishing are to be placed in the bucket designated (RAGS/BRUSHES). Make certain that water covers the material placed in the bucket.
9. Smoking is allowed only in designated areas outside the building. Dispose of butts in the containers.
10. Wear proper clothing. Loose clothes, especially sleeves are to be avoided. Shoes should have good traction and offer some protection from falling objects. Long hair should be secured out of harm’s way. Jewelry should not be worn while operating machines, especially lathes.
11. Know the location of all exits, fire extinguishers, First Aid kit, and defibrillator. Notify the supervisor immediately of any injury especially if blood is drawn.
12. Do not use the shop when excessively fatigued or when under the influence of drugs or alcohol. Recent changes in prescription medication that could affect level of alertness require some consideration.
13. Do not leave any machine that is running unattended. Wait at the machine until the blade/cutters have totally stopped. Always maintain “3 inches” between fingers or body parts and any blade or cutter. Use push pads and handles to control material through a cut on a machine.
14. Maintain a clean shop. Members are responsible for cleaning the machines they use and the areas around them. All hand tools are to be returned to their proper locations, and all remaining material is to be disposed of or removed from the shop.
15. Notify the supervisor of any damaged or improperly operating equipment and tools.