

## WOODSHOP SAFETY GUIDELINES

Woodshop: 617.879.7919 • Emergency # for Campus Police 617.879.7810

### WELCOME TO THE WOODSHOP

To ensure that you have a safe and productive time in the woodshop please read this handout and become familiar with the safety guidelines that you must abide by when using the woodshop.

Your teacher will provide you with safety information on the tools/machines and the processes involved as you move through your course work. It is your responsibility to follow these safety guidelines. If you have not been instructed or don't understand how to safely use a tool or machine you must ask your teacher, the woodshop manager, or monitor for instruction before proceeding.

Read through the safety guidelines from time to time to refresh your awareness of how to work safely in this environment with the hand and machine tools you have been instructed on. After instruction, it is your responsibility to be familiar with the safety guidelines for each and every tool/machine and processes. Ask questions and take notes as needed.

Extra copies of guidelines for the different machines are available in the woodshop office if needed.

In case of any injury, please inform your teacher, the woodshop manager, or monitor immediately. If it is an emergency the Campus Police will be called at 617.879.7810.

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### AWARENESS

Stay focused while working in the woodshop.

Do Not use the tools and machines if you are too tired, hungry, sad, mad, or dehydrated. Never work while under the influence of drugs, alcohol, or any medication that creates drowsiness or impaired thinking.

Do Not work when you are in a hurry or tense and upset- that's when accidents are more likely to happen. Stay focused.

When making many repetitive cuts - don't become "hypnotized". Take a break if you find your attention wandering- never stop being careful.

Do Not text or respond to texts while in the machine room. You must be aware of what is going on around you when in the machine room.

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## WEAR THE PROPER CLOTHING

Always wear shoes or boots - no sandals or high heels.

Long hair must be tied back and secured to the top of your head or wear a cap.

Long beards must be tucked into your shirt. If your hair or beard is caught in spinning machinery it can peel your scalp from your skull and/or pull your head into the spinning or grinding tool/disc.

NO loose clothing, dangling sleeves, scarves, cords in hooded sweatshirts. Do not wear any piece of clothing that might get caught in spinning machinery that will pull your body into the cutting or grinding tool/disc.

NO jewelry- no rings, necklaces, bracelets, wristwatches. Remove all jewelry as it may get caught in the spinning/moving equipment and pull your face or hand into the spinning/moving equipment.

NO gloves should be worn when using any machines as your glove could get caught and pull your hand and trap your hand in the equipment.

NO ipods/devices/radios in the machine room or when using power tools. Just as with clothing, hair, and jewelry, the cords can get caught in the tools.

You cannot react quick enough to pull away from a piece of equipment if you get caught up in it so follow the above guidelines and stay safe.

## WEAR SAFETY EQUIPMENT?

Always wear safety glasses, a face shield, or goggles when using any power tool or machine. If you wear glasses you must still wear safety glasses over the top of your glasses to protect your eyes.

Hearing damage is cumulative. Save your hearing by wearing ear plugs or ear muffs as much as possible when working in the woodshop. The woodshop machinery is very loud and damaging over repeated exposure, so protect yourself.

Wear a dust mask or respirator when exposed to sawdust or sanding dust. Wear the proper respirator if working with toxic finishes.

Breathing or getting some types of wood dust on your skin may cause an allergic reaction, some people may react to the dust from MDF {multi density fiber} wood so wear a mask and cover up.

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## WOOD

Wood must be clean and dry- no dirt, paint, glue, plaster, nails, staples, etc, on/in the wood.

Plywood, particle board, or MDF cannot be milled on the jointer or planer.

Please talk with the studio manager if you have any green wood or non-wood material - metal, plastics, etc., that you want to work with.

No pressure treated wood can be used.

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## DO A TEST RUN WITH THE MACHINE OFF

It is not enough to memorize safety rules; you must train your hands and body to move safely. Go thru a new procedure/cut with the machine off until you are certain you are able to move the wood and coordinate your hands and body correctly.

As you do the test run, look for potential problems:

1. Where are your hands before, during, and after the cut? If the wood were to suddenly disappear {it might} would your hand go into the cutter?
2. Is there plenty of room to begin and complete the entire cut unobstructed?
3. Does the wood have proper support so you have good control of the work? Do not cut large or awkward pieces without some help - use an auxiliary roller or table, or get someone to assist you.
4. Is there danger of a kickback? {See guidelines for table saw} What do you need to do to make it a safer operation?
5. Is the area on and around where you are working clear of debris? If not, clean it up before you begin.
6. Is there room to work without being bumped into by others? Have a clear working space before you begin.

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## FIRE SAFETY INFORMATION

Store flammable liquids such as oil-based finishes in the proper fire proof cabinet. Dispose of any flammable rags, brushes, etc., in the red hazardous waste container. See studio manager for the location of cabinet and waste container.

Do Not discard flammable or combustible liquids down the drain or toilets.

Metal is not to be sanded or ground on any machines in the Woodshop. Sanding metal on the stationary sanders will cause sparks to penetrate the dust collection system causing a fire.

Locate the fire alarms and extinguishers in the shop area. Be familiar with the quickest exit to the street in case of a fire alarm.

Emergency # for campus police is 617.879.7810.

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## ADDITIONAL GENERAL WOODSHOP GUIDELINES

Please ask your teacher, the studio manager, or monitor for assistance if you have any questions. If you have any questions concerning safety and proper tool/machine use see them first before proceeding.

Never use tools or equipment you haven't been trained on or that you don't remember how to use safely.

Please check in with the studio managers when you arrive. If we are not familiar with you we may ask to see your MassArt ID.

Always be aware of others in the woodshop when operating power equipment. Work slowly and carefully, never lose respect for the power equipment. Do not approach someone while they are engaged in a machining operation.

Never leave any machine running while unattended.

Always turn the power off and wait for the machine to come to a complete stop before walking away.

Always disconnect or unplug power tools before making adjustments.

Make sure a tool is in the off position before reconnecting or turning on the wall switches.

When you complete work at a bench or machine clean up the area at and around the bench or machine. Pick up and discard any scraps and sweep up that area.

We are all responsible for keeping the shop clean. A clean shop is safer and a more productive environment to work in.

Never fix equipment yourself. When anything is out of adjustment, broken, damaged, or in need of repair please immediately bring it to the attention of the teacher/studio manager/monitor.

Do not leave work in progress in the main machine room. Label and store unfinished work in designated areas.

Table saws are available only during regular shop hours 8:00 AM to 6:00 PM. You MUST check with your teacher or studio manager before using the table saw.

The studio managers, teachers, and monitors will determine those qualified to use the woodshop. Registered MCA students who have taken a woodshop class are allowed to use the shop during open studio hours and in the evenings. No friends or family are allowed in the woodshop.

The studio managers, teachers, and monitors have the final word on all matters concerning woodshop use. They are here for your safety.