

Woodshop Operation

October 22, 2020

Preamble:

The woodshop has administrative activities and operational activities. This document addresses only the physical operations. Probably 80 to 90 percent of the of the activity in managing the Woodshop is involved with the physical activities within the shop. It is best if the activities necessary to manage the woodshop physically can be shared by several competent members either as board members or committee chairpersons. This document describes the activities needed in a committee structure that, if accomplished, will result in a safe, clean, orderly, and functional woodshop. Various committee structures have been set forth over the last several years, but little organization has been realized. The bylaws presently leave the committee organization up to the President to establish.

It has proven difficult to enlist members to share these activities. Consequently, a few board members have spent a considerable amount of their time to accomplish most of these things and the shop has become a safe, clean, orderly, and highly functional shop. To continue this level of operation, the activities listed here will need to be done by the board and other members whether they are organized as suggested here or in some other manner. The important thing is the level of accomplishing these activities, not the organization. However, to effectively use the talents of the board and several volunteer members, some organization will almost certainly need to be established.

Committee Limitations:

1. Actions which require expenditures must be approved by the appropriate Officer or Board action as stipulated in the bylaws.
2. Actions which alter the space allocation in the shop (e.g. moving machines around or adding a machine) must be agreed to by the board prior to taking the action.

Organization:

Section 1. Safety and Education Committee

1. See that machines are equipped with guards, push sticks, pads, and other suitable safety devices.
Note that the committee is not responsible for personal injury or machine damage caused by someone removing any safety devices from any tool or machine or operating a tool or machine with inadequate safety devices.
2. Provide basic safety goggles face shields and disposable ear plugs for members use in the woodshop.
3. Maintain a properly equipped first aid cabinet and fire extinguisher in the Woodshop.
4. Be alert to unusual conditions in the shop which might constitute a safety hazard and take action to correct them.
5. Promote the use of videos available in the shop which focus on safe operation of power tools.
6. Plan, staff and execute demonstrations of safe power tool operations in the OTOW Woodshop.

Section 2. Machine Maintenance Committee

1. Determine which machines are to be kept in the Woodshop. Machines include all bench top and floor mounted machines or devices (like vises). Adhere to the Equipment Policy of the shop or seek an exception from the Board.
2. Determine the arrangement of the machines and the storage areas for items used with the machines.
3. Continuously assess the need to add, upgrade or replace machines.
4. Keep the machines in good working order taking actions (including lubrication) which balance costs and downtime.
5. Dispose of excess operational machines in a manner that adds to the club treasury, when practical.
6. Dispose of damaged or worn out machines not worth repairing.

Section 3. **Shop Supplies and Hand Tools Committee**

A. Shop Supplies

1. Determine which supplies the Woodshop will provide.
2. The types of items in the supplies category are sandpapers for floor or bench mounted sanders, saw blades of all types, knife blades, etc. Actions must comply with Woodshop Rule 11 in the bylaws.
3. Manage the inventory of these items to keep a supply on hand at a low cost.
4. Arrange storage and consumption controls for supply items to balance Woodshop costs versus member benefits.
5. Take action to ensure that saw blades are cycled through use and sharpening or use and replacement as appropriate so that the machines have adequately sharp blades installed or available.
6. See that floor or bench mounted sanding machines have serviceable sanding media installed or available to members as much as is practical.

B. Hand Tools

1. Determine which hand tools should be kept in the shop. Hand tools include portable electric tools and all unpowered tools such as pliers, screwdrivers, chisels, rules, and such. Jigs or accessories for floor or bench mounted machines are not included.
2. Monitor and take actions to ensure that hand tools are available and serviceable, as much as is practical cost and time wise.

Section 4. **Housekeeping Committee**

1. Monitor the shop for general cleanliness and order and follow up on unsatisfactory conditions found. The video system is a prime tool for use in finding the cause of unsatisfactory conditions.
2. Ensure that members are not using the Woodshop as a storage area for their materials and unfinished projects.
3. Ensure that the system established by the board for the weekly cleaning of the woodshop is followed.
4. Organize a thorough cleaning of the shop periodically to remove dust from overhead areas, lights, fans, walls and other areas not thoroughly cleaned each week.
5. See that vacuum cleaners and dust collectors do not become full by checking them periodically.
6. Purge the shop of unusable or excess scrap materials.
7. Monitor and manage the free table contents;
 - a. Remove and place into woodshop inventory or reserve for sale items that are serviceable.
 - b. Discard items that are of no value.
 - c. Discard items remaining on the table more than about 10 days.