

# Friendly Valley Woodshop Group Safety Rules

## Rev. 5

### **RULE #1: BE SAFETY CONSCIOUS AT ALL TIMES**

#### **General Rules**

1. Do not use any power tools if you are impaired by drugs, alcohol, or fatigue.
2. It is advisable to wear safety glasses at all times in the woodshop. However, woodworkers are not compelled to wear safety glasses except when required by the rules that apply to a specific tool.
3. Working with wood is dusty. You should provide your own particle mask. It is particularly important to use a mask if you have dust allergies, wood allergies, or asthma. Consider using an N95 mask or a respirator.
4. Appropriate attire must be worn while working in the woodshop. Do not wear jewelry or baggy clothes when working with power tools. Long hair must be tied back. No sandals or open-toed shoes. Never wear gloves.
5. Never speak to or disturb anyone who is using a power tool. Wait until they are done.
6. If you find any power tool in need of repair, turn it off immediately. Put a note on or with the tool and notify the Maintenance Supervisor. Woodworkers are prohibited from using equipment posted as out of service.
7. Nothing wet is to be placed on any of the tools. No soda cans, water bottles, towels, food, etc.
8. No open flame in the woodshop.
9. Clean up your work area and all machines that you have used when done. Brooms, brushes, a dustpan, and a shop-vac are available for your use. Help to support our organization by cleaning up any other areas that need cleaning.
10. Notify the Maintenance Supervisor when the vacuum system's dust bag is full.
11. Objects and debris on the floor are safety hazards. Help us all by removing them.
12. If an incomplete project cannot be removed from the workshop, put it where it will interfere least with other users of the woodshop. Be sure to attach a note with your name and telephone number.
13. If you changed a machine's configuration, return it to its original configuration before leaving the woodshop.
14. Anyone who damages equipment through carelessness, improper use, or in disregard of posted or published procedures may be charged for the cost of repairs and replacement parts.
15. Ferrous metal may be cut only on the small bandsaw. No grinding of ferrous metal where sparks could be drawn into the dust collection system.
16. No material containing uncured glue or epoxy, or excessive amounts of cured glue or epoxy, may be sanded on power sanders or run through any power equipment. Glue must be cured a minimum of 12 hours before being sanded or run through the power equipment.
17. No aerosol or aromatic material may be used indoors until we have a proper spray booth with ventilation.
18. Members may: replace bandsaw, table saw, and miter saw blades; install and remove a dado set on the table saw; and replace abrasives on a sanding machine without assistance from Maintenance ONLY after demonstrating that they can safely and competently perform that task.
19. All Group and Association owned tools, materials, supplies and equipment must be used only within the confines of the woodshop. Removal of these items for use at other locations is prohibited.

20. The Group does not provide lumber, finishes, or glue. Members are welcome to use wood scraps from the storage bins. Be sure that all wood is free of any metal such as nails, screws, and staples before milling it with any power tool.
21. Rags and paper towels used with oil-based stains and finishes can spontaneously combust. Treat all stains and finishes as oil-based unless the original container recommends clean-up using water. TAKE ALL ITEMS USED FOR ANY OIL-BASED STAIN OR FINISH WITH YOU WHEN YOU LEAVE, INCLUDING RAGS, PAPER TOWELS, STEEL WOOL, BRUSHES, MIXING STICKS, ETC. DO NOT DISPOSE OF THEM IN THE WOODSHOP OR COMMON AREA TRASH CONTAINERS.

## TABLE SAW

1. THE TABLE SAW IS ONE OF THE MOST DANGEROUS POWER TOOLS in any woodshop. It is important for anyone new to the Table Saw to view the *Table Saw* and *Kickback* videos on the Friendly Valley website:  
<https://www.friendlyvalleycountryclubwebsite.com/woodshop-group-videos.html>
2. Safety glasses are required. A face shield is optional but recommended.
3. Set the blade height so that it extends no more than 1/4-inch above the material to be cut.
4. Turn on the dust extractor before turning on the Table Saw.
5. Stand to the side, out of the plane of the blade, and away from the rip fence.
6. Do not reach across a spinning blade.
7. MAINTAIN A FOUR-INCH MARGIN OF SAFETY FROM THE BLADE. Use a push stick when cutting closer than four inches.
8. NEVER CUT MATERIAL FREE HAND. Always use the rip fence, the miter gauge, a crosscut sled, or other device designed to guide the workpiece past the blade.
9. Do not let small scrap cuttings accumulate around the Saw blade. Use a push stick to push them away.
10. Cross cutting on the Table Saw can be dangerous. Consider using the Miter Saw to cut smaller material.
11. Turn off the Saw when done and stay with it until the blade has stopped.
12. Return the blade to zero settings and lower the blade below the top of the Saw when done.
13. Clean the tool and work area when done.

## DRILL PRESS

1. Wear safety glasses.
2. Secure the workpiece properly.
3. Do not wear gloves.
4. Keep sleeves and other loose clothing away from the bit and chuck.
5. Ensure that the chuck key is out of the chuck and in a safe location before starting the machine.
6. Never start the Drill Press with the drill bit or cutting tool in contact with the workpiece.
7. Stop the Drill Press before removing scrap pieces from the worktable.
8. Remove the bit when done.
9. Clean the tool and the work area when done.

## **DISK AND BELT SANDER**

1. Do not use the sanders to remove any finishes, or sand wet, oily, or resinous woods.
2. Turn on the dust extractor before turning on the Sander.
3. Wear safety glasses.
4. Wear a dust mask.
5. Keep fingers and hands away from the abrasive surfaces.
6. Do not use worn-out or loaded-up sanding disks or belts. There is a rubber sanding belt cleaner near the Sander to use on loaded-up sanding surfaces. Use of the cleaner will make the sanding surfaces last longer.
7. Report any tears, holes, flaws, and worn-out sanding surfaces to the Maintenance Supervisor.
8. Always hold the workpiece securely.
9. Keep your workpiece moving across the width of the abrasive. Sanding in one place causes clogs and burns and ruins the abrasive surface.
10. The sanding belt should track in the middle of the plate. Do not use the machine if the belt is rolling off one side of the other.
11. When using the Belt Sander, always sand so that the belt's motion is away from you.
12. When using the Disk Sander, always hold the workpiece firmly on the table rest and against the downward motion side of the disk, never on the other side of the disk.
13. When using the Disk Sander, never attempt to adjust the angle of the table rest with the machine running.
14. Clean the tool and work area when done.

## **RADIAL ARM SAW**

1. Safety glasses are required.
2. Turn on the dust extractor before turning on the Saw. Use the vacuum system switch on the Band Saw.
3. Never saw without the workpiece placed firmly against the fence and flat on the table.
4. Feed the blade into the workpiece at a speed that does not cut so fast that it binds the blade, or so slow that you burn the workpiece.
5. Do not reach across a spinning blade.
6. Never cross your arms such that one of your arms is operating the Saw and your other arm is on the opposite side of the blade.
7. MAINTAIN A FOUR-INCH MARGIN OF SAFETY FROM THE BLADE. Consider cutting smaller pieces on the Miter Saw.
8. Do not let small scrap cuttings accumulate around the blade. Use a push stick to push them away.
9. THE BLADE SPINS FOR A LONG TIME AFTER THE SAW IS TURNED OFF. Stay with the Saw until the blade has stopped.
10. Clean the tool and work area when done.

## BANDSAW

1. Wheel guard doors must be closed, and the blade properly adjusted before turning on the machine.
2. Adjust the upper guide assembly so it is no more than 1/4" above the workpiece.
3. Allow the blade to reach full speed before starting to feed the workpiece.
4. The workpiece must be held flat on the table.
5. Feed the Saw only as fast as the teeth will remove the wood easily.
6. MAINTAIN AT LEAST A FOUR-INCH MARGIN OF SAFETY. This means that the hands should always be at least four inches away from the blade when the Saw is running.
7. Plan cuts to avoid backing out of curves whenever possible. Stop the machine before backing out of a long, curved cut.
8. Make turns carefully and do not cut radii so small that the blade is twisted, then broken.
9. Round material should not be cut unless mounted firmly in a jig.
10. Do not let small pieces of wood accumulate around the blade. Small pieces can get caught between the blade and the table insert. Move small pieces out of the way with a push stick or turn off the Saw, wait for the blade to stop, and then clear the table.
11. If you hear a clicking noise, turn off the machine at once. This sound indicates a crack in the blade. If the blade breaks, shut off the power and move away from the machine until both wheels stop.
12. Turn off the machine as soon as you finish working. Stay with it until the blade has stopped. Lower the upper guide assembly down to the tabletop.
13. Clean the tool and work area when done.

## LATHE

1. Before attempting to use the Lathe, be sure you are familiar with it or have been briefed by someone who is.
2. Before starting the machine, be sure that spindle work has the cup center properly imbedded, tail stock and tool rest are securely clamped, and there is proper clearance for the rotating stock.
3. Before starting the machine for faceplate work, disengage the spindle lock and check to see that the faceplate is tight against the spindle shoulder and the tool support has proper clearance.
4. Wear safety glasses and a face shield to protect your eyes and face.
5. Select turning speed carefully. Large diameters must be turned at the lowest speed. Always use the lowest speed to rough out work.
6. Wood with knots and splits should not be turned. Glued up stock should cure at least 24 hours.
7. Keep the tool rest close to the work.
8. Remove the tool rest before attempting any sanding, polishing, or finishing operations.
9. Use a scraping cut for all faceplate work.
10. Remove both the spur and cup centers when they are not in use.
11. When you stop the Lathe to check your work, also check and lubricate the cup center.
12. Keep the Lathe tools sharp.
13. Hold the Lathe tools firmly and in the proper position.
14. Keep your sleeves rolled up and other loose clothing away from the moving parts of the lathe and work.
15. Clean the tool and work area when done.

## **JOINTER**

1. THE JOINTER IS ONE OF THE MOST DANGEROUS POWER TOOLS in any woodshop. Before attempting to use it, be sure you are familiar with it or have been briefed by someone who is.
2. Safety glasses required.
3. Do not use the Jointer on manmade materials such as plywood, particle board, MDF, etc.
4. Adjust the depth of cut and the position of the fence before turning on the machine.
5. Do not remove the blade guard.
6. Do not adjust the out-feed table.
7. Maximum cut depth for jointing an edge is 1/16".
8. The workpiece must be at least 12 inches long.
9. Feed the workpiece so that the knives will cut "with the grain." If you don't know what this means, ask someone who knows.
10. Use only new material that is free of knots, splits, and checks.
11. Keep your hands away from the cutterhead, even though the guard is in position. MAINTAIN AT LEAST A FOUR-INCH MARGIN OF SAFETY. This means that the hands should always be at least four inches from the cutterhead.
12. Use a push block when planing a flat surface. Never apply pressure directly over the knives with your hand.
13. Do not plane end grain.
14. The jointer knives must be sharp. Dull knives will vibrate the workpiece and may cause a kickback.
15. Report dull or damaged knives to the Maintenance Supervisor.
16. Material cannot be less than 1/4 inch thick.
17. Clean the tool and work area when done.

## **MITER SAW**

1. MAINTAIN A FOUR-INCH MARGIN OF SAFETY FROM THE BLADE. This means that you must keep your hands four inches away from the path of the Saw blade.
2. Wear safety glasses.
3. Keep the blade guard in position at all times.
4. Hold the workpiece firmly against the fence and on the table.
5. After making the cut but before raising the blade make sure that the blade has come to a complete stop.
6. When making multiple cuts of various angles, do not move hands under the blade whether it is moving or not.
7. Never cross your arms such that one of your arms is operating the Saw and your other arm is on the opposite side of the blade.
8. Turn off the Saw when done. Lower the blade and lock it in place.
9. Clean the tool and work area when done.

## THICKNESS PLANER

1. THE THICKNESS PLANER IS THE LOUDEST TOOL in the woodshop. Hearing protection must be worn.
2. Use only new, unfinished wood in the Planer. Do not attempt to plane manmade materials such as plywood, particle board, MDF, etc.
3. Check the Planer's table before turning it on. Tools or other debris might have slipped under the cutter head.
4. Do not plane wood that is severely warped, twisted, knotted or bowed.
5. Carefully limit the maximum amount of material to be removed during each pass. Two thin passes through the Planer are better than one thick pass. Be aware that some woods are harder than others. Harder woods will need more passes removing less material with each pass.
6. Keep hands and fingers away from the cutter head when the machine is running.
7. Feed the workpiece so that the knives will cut "with the grain." If you don't know what this means, ask someone who knows.
8. When planing thin pieces of wood, be sure to stand to one side in case the wood breaks and kicks back.
9. Orient the Planer away from other tools and tables so that the dust and debris fall onto an area that is easy to clean.
10. Make all adjustments with the power off.
11. Support the workpiece properly at the in-feed and at the out-feed. Applying a gentle lifting force at the far end of the workpiece as it feeds into and out of the Planer can help to prevent "snipe," an unwanted "dent" near either end of the workpiece
12. Do not perform planing operations on material shorter than 10", narrower than 3/4", wider than 12 1/2", or thinner than 3/16".
13. Clean the tool and work area when done.