



General Workshop Rules

These rules are issued by WWI committee, are binding on all members and are a condition of using the club rooms and equipment.

17 October 2024

1. Sign In on entry to the workshop

All members and visitors must sign the attendance register that is located on the counter in the office. Members who do not possess a “Gold Pass” membership are requested to pay their session fee either in cash or by bank transfer at time of entry. For those members paying by cash, a session fee box is located next to the attendance register for those. Please note: do not ask for change and placing any “IOU” notes in the box is regarded as “poor form”.

2. Member on Duty

There is a Member on Duty (MoD) who supervises during opening times. This person is responsible for safe operation of machines and is the nominated representative of our club’s committee. The MoD may not have the technical expertise to undertake remedial maintenance in the event of equipment malfunction. Malfunctions may require machinery to be switched off and “Locked out” with a padlock. In the event of a lock out, members are required to respect the MoD’s decision and not undertake any unauthorized repairs. An authorized club member will attend to equipment malfunction within a reasonable time period.

The MoD is authorized by the Committee to request members to comply with work shop safety rules, our club’s Code of Conduct and general respect for other members well-being. The MoD is authorized to request members and/or visitors to desist with any inappropriate behaviour, including requesting them to leave the premises.

If a member does not comply with an MoD request then the matter will be referred to the Committee for consideration and appropriate action under the club’s dispute resolution process.

3. Work outside scheduled hours

Working outside scheduled opening times in our club is only permitted when at least two members are present, at least one of whom must be endorsed to act as an MoD. The committee recognizes that certain members may require access to the premises to undertake administrative and minor maintenance tasks and may do so alone. However, these members must not operate any machinery while alone.

4. Emergency / Evacuation

- Follow the instructions of the MoD.
- Immediately cease any work and switch off the machine that is being used.
- Do not delay nor argue with the MoD.
- Look out for your fellow club members.
- In the event of evacuation, immediately proceed outside the building to the muster point at the southern point of the carpark. Await further instructions from the MoD.

5. Hazards in the workshop

Our workshop is a semi-industrial environment and there are associated hazards.

- Do not leave project materials, work bags, tool kits lying around on the floor – they can be trip hazards.

- Vacuum your work area regularly to remove dust on the floor and work bench. A dusty floor can be slippery- **Do not leave it to the MoD to clean up after you** – it is your responsibility not theirs.
- Do not leave sharp objects lying around. If you see these, then report the matter to the MoD and help them remove the hazard.
- Glue clamp ups can mean that clamps overhang the work bench. Please minimize overhang and place towels, or rags over protruding clamp bars so that they are more visible to members passing the bench.
- Do not pour glue down the sink – it will clog the drain pipe. Similarly do not clean glue up rags in the sink.
- Do not pour paint, varnish or solvents down the sink.

6. Health and Safety

Safety is very important to us.

All members are issued a set of Safety Glasses and Hearing Protectors. Members are expected to use these for their own well being.

- **Hearing and Eye Protection must be worn at all times when operating machinery** or when observing or assisting another member who is doing so.
- Our club has a high specification integrated dust extraction system and ceiling mounted dust filtration units however:
 - **Dust masks** should be worn at all times when using sanding machines and when using hand held sanders that produce fine particles.
- **Footwear** must be enclosed – i.e. no sandals, thongs or bare feet.
- **Long hair** must be contained to prevent possible entanglement with machines.
- **Loose and flowing attire** must be contained to prevent possible entanglement with machines



Hearing and eye protection must be worn by all people within the Club whenever powered machines are operating.

- The Safety and Operating Instructions for individual machines must read, understood and followed before using club machines. These instructions are designed to outline safe operations of the machines as well as to identify some activities that are forbidden on the machines. It is a requirement that you confirm and agree to comply with the Safe Operating Instructions by signing the register.

7. Name Badges, Attendance Register and Session fee

- Name badges are produced for all financial members.
- Members should wear their badges when attending a work session.
- Please ensure you sign the attendance register every time you enter the club premises. Your sign in gives our club assurance and record of attendance for insurance purposes.

- Remember to pay your session fee unless you have paid for a “Gold Pass”.

8. Work bench usage

- There may be times when there are demand pressures on work benches. Although rare it can happen in which case respectfully ask to share work bench space.

9. General Rules and Club Etiquette

- Engage with your fellow club members – say hello and show an interest in other members projects. Get to know your colleagues in a social manner and avoid just coming in to “do your thing” without social interaction as we are a club for many with wide interests and we like to share our ideas.
- Members are to be suitably attired and behave in a polite and courteous manner.
- Smoking is not allowed on club premises.
- Children under 14 years of age are for safety reasons not allowed in the workshop during working activity.
- Pets are not allowed in the workshop.
- Visitors: Unless they are acting in some official capacity, visitors should be restricted to the office. Any visitor who is allowed to enter the work areas must be accompanied and supervised.
- Members are reminded to work safely and maintain a clean workshop environment. All members are expected to contribute to housekeeping by sweeping and vacuuming not just their immediate space but the general workshop environment.
- Drugs and Alcohol. Members are not permitted to enter the premises if they are impaired by alcohol or non-prescription drugs. Members are expected to declare any medical condition and prescription medicine use that may impact their ability to operate safely while at the club.
- Closed toe shoes must be worn in the workshop and general club premises i.e. no thongs, sandals or bare feet.
- Clean your working area when your task is completed. Assist the MoD by offering to help with Dust extractor bag replacement and general clean up.
- On completion of your task - Clean the machine you have used and make it ready for the next user.
- Return the machines to their default position e.g. Remove router bit, replace safety guard on the Sawstop table saw, remove bits from pedestal drills.
- Clamps – ensure you properly clean the clamps after your glue up. Do not leave dried glue, masking tape on the clamps. If you do, you will be requested to clean them – do not take offence if you are requested to do so.
- If other members are waiting to use the machine that you are using, please limit your use to 30 minutes, or negotiate an alternative arrangement.
 - Please note that at times members may be working on club projects that are for the benefit of the club. These may be income generating for the club and involve batch production. Such projects are important to the club’s financial viability so please be flexible if you need access to a machine – just ask the operator how much longer they need to complete their task.

10. ***Dust control***

- Our club has an integrated dust control system whereby most machines are connected to the extractor. These machines are also linked to vacuum switches that prevent machine operation unless the extractor blast gates are opened. Your induction process will show you how this operates.
- The work shop also has ceiling mounted air filtration modules that are switched on by the MoD at the start of a works session.
- Sanding with orbital and belt sanders must be conducted in the external driveway space: work benches and power points, broom and dust pan are provided. Members sanding in the external area are expected to clean up outside just as they would be inside the workshop.

11. ***Second hand/reclaimed timber***

- Before machining second hand/ reclaimed/ recycled timber must be clear of any grit, sand or dirt and all coatings such as paint, varnish, shellac must be removed. A wire brush, scrapers, electric hand plane and portable belt sander are available for cleaning.
- All timber must also be checked and cleaned of any nails, staples, screw, embedded stones. Timber initially must be visually inspected then with a **metal detector** (detectors are located at the Jointer, Thicknesser, and Sawstop table saw). The MoD will help you with calibrating the metal detector.
- **Moisture meter:** A moisture meter is located at the Sawstop table saw. This machine is sensitive to wet timber and if wet timber is cut on this machine the brake caliper can activate causing fusion of blade and caliper. Any operator misuse will be investigate and cost of damage may be recharged to the member. A specific Sawstop Standard Operating procedure explains in more detail how the safety features of this machine operate.
- The **consequences of damage to club equipment** from metal, paint or wet timber. If club equipment is damaged through operator misuse (e.g. metal in timber, imbedded stones, grit, wet timber activating the saw stop table saw) there will be an investigation conducted by a designated committee member/s and if operator misuse is identified the member concerned will be invoiced for the damage.

12. ***Controlled Materials MDF, Plywood and Treated Pine***

- **Treated Pine (H1-6)** is prohibited from use at the club. Please do not ask for exemptions.
- **MDF, Particle Board and Plywood:**
 - These materials may be machined on fixed indoor machines with integrated dust collection and on drilling machines (including hand held).
 - MDF, Particle Board and Plywood waste must be placed in rubbish bins and not in the firewood sack. Large rubbish bins are located at the driveway entrance to the club.

13. Wood shavings collection and disposal

- Our daily operations generate a lot of wood shavings that get collected by our integrated dust extraction system. **We rely on our members to remove bags of shavings** to their own gardens or green waste. If you are doing a big thicknessing / jointing job that generates lots of shavings (e.g. thicknessing a slab or multiple planks can easily fill a bag) you are expected to take the bag of shavings – a case of your material, you take what you generate.
- If you would like wood shavings for your garden mulch – please check out in the driveway. There is a storage area for wood shavings bags next to the dust extractor cage. Help yourself to what you need – it's free.

14. Fire wood sack (located adjacent to the Sawstop table saw)

- Please place timber off cuts (non MDF, Particle board or ply wood) in this sack, If you want firewood for your home, please feel free to take whatever is in the sack – no permission required.

15. Tea room

- Tea, coffee and biscuits are provided in the common area. If you bring food to share please ensure that you immediately remove what is left over. While your bakery may be nice... the left overs after a couple of days are not!
- Please treat the tea room as if it were your own home. Clean up any mess, empty the bin by taking the contents to the council bins outside the workshop. Do not leave food and waste to decompose and generate an unpleasant environment for you and others,

16. Fire extinguishers and First Aid

- Fire extinguishers are located in the workshop and external area. Familiarise yourself with their locations.
- There is a First Aid kit in the office.
- A defibrillator is also located in the office and should be used in the event of a cardiac emergency.
- First aid incidents must be entered in the accident record book.

17. Suggestion and Maintenance book

- Members can offer suggestions to improve the club. There is also a maintenance book in which any defects in equipment or items that require maintenance can be entered. The book is located on the counter in the office.
- We regard our members as responsible adults – please be respectful with your comments and identify yourself when making a comment so that your committee can engage with you appropriately to address your concerns.

18. Support for your club

- Your full participation in our club is expected. While we have more than 100 members – please consider how you can help the club effectively – none of us hold paid positions and our club depends entirely on people who are prepared to step up and contribute more than just their membership fee.
- To help – you may like to contribute some of your expertise to making a jig or be responsible for maintenance on a piece of equipment, or make sure supplies of consumables are maintained.

- There are positions and tasks on our committee – our membership is diverse and all members can contribute.
- You can contribute significantly without being on the committee. We are always looking for volunteers to help with community events and club working bees to create products for such events.
- Please contact the President or committee member if you wish to be a contributor.
- If you are asked to help around the club, take on a position of responsibility or attend a club activity – it is because you are a valued member. Please accept the opportunity to help us to help you on your woodworking journey.