

WOODWORKERS OF GREEN VALLEY SAFETY MONITOR PROGRAM

1. MISSION: The mission of the Safety Monitor Program is to promote the safe and proper operation and care of equipment, in order to protect personnel and property from harm or damage.

2. ELIGIBILITY:

- a. All members of the Woodworkers of Green Valley are eligible to serve as a monitor and may be called upon by the board to serve.
- b. All new monitors shall attend a monitoring instruction session upon selection.
- c. All monitors, including board members, must keep current on shop procedures and safety practices.
- d. The Woodworkers of Green Valley Board of Directors will schedule monitor meetings to discuss monitor duties, shop safety and other matters related to the safe operation of the shop and equipment. A mandatory monitors meeting will be held at least once each year for monitors to retain their eligibility to continue to serve as monitors.

3. AUTHORITY:

- a. A Monitor has the obligation and full authority to enforce the “Shop Operating Rules” and to stop any and all operations or use of equipment that the Monitor deems unsafe.
- b. The Monitor may ask for help or assistance from any member, maintenance crew, or other monitor.
- c. The Monitor has the authority to ask for the GVR Membership card of any member prior to their use of the shop.

4. SHOP OPERATION:

- a. The Monitor will observe that the Shop Operating Rules are followed and will remind members, when necessary, of their responsibilities in the use and care of equipment in the shop. A copy of the Shop Operating Rules can be found at the Monitor’s Station.
- b. Power equipment may be used only when at least two people, one of whom is a qualified Monitor, is in the shop.

5. MONITOR SCHEDULE:

- a. A Monitor’s schedule is posted regularly with names and dates of those assigned for monitoring duty. Each person is responsible for their scheduled assignment and shall make necessary arrangements for a substitute monitor, either from the monitor list or as an exchange, in the event that they are unable to keep their scheduled date. The LAST Resort is to contact someone on the Monitor substitute list for his or her availability. Update the official wall calendar next to the sign-in computer to document the changes of duty assignment.

b. Monitors will retrieve their personal copy of the schedule from the “Monitor’s Box” next to the sign-in computer to reduce mailing postage. The Monitor Schedule is also posted on the club website: www.gvwoodworkers.org.

c. It is the Monitors duty to phone the next day’s monitor to remind them of their upcoming responsibility. The AM Monitor is to call the next days AM Monitor and PM Monitor is to call the next days PM Monitor.

6. MONITOR HOURS OF DUTY: Four-Hour Shifts

a. AM Monitor: 8:00 a.m. to 12:00 Noon

b. PM Monitor: 12:00 Noon to 4:00 p.m.

7. DUTIES AND RESPONSIBILITIES:

a. Opening the Shop: The woodshop is officially opened when the AM Monitor and one other person are present. AM Monitor MUST complete all the tasks below:

(1) Monitor uses his key to open the lockbox and retrieve the woodshop keys. If another member already unlocked the shop, the Monitor will ensure the lockbox set of keys are retrieved and hanging in the shop on the designated hook.

(2) Monitor opens the backdoor and chains the release bar down for access from the parking lot, then proceeds to open all 6 doors, including the planer/jointer room.

(3) The Monitor turns on all lights.

(4) The Monitor turns on the Sign-In Computer, Signs-in **as a Monitor** on the Computer, and dons orange safety vest when starting shift.

(5) The Monitor makes the computer available for members to sign-in as they enter the shop and ensures that all members have signed in. In cases where the computer is unavailable for sign-in, the Monitor will implement the “Manual Sign In Procedure”.

(5) The Monitor

(6) The Monitor turns on the vacuum exhaust system when it is needed for equipment use.

b. Shift Change:

(1) PM Monitor reports to AM Monitor before assuming duty to check if there are any significant items of interest (i.e faulty/out of order equipment, other known safety issues, or special considerations, etc.)

(2) PM Monitor signs-in **as a Monitor** on the Computer, dons orange safety vest when starting shift, and ensures that all members have signed in.

(3) The PM Monitor will turn off the vacuum exhaust system when assuming duties for the afternoon to allow the collection system to shakedown for cleaning. Monitor will inform users prior to performing this task.

c. Closing the Shop:

(1) At the completion of the day’s activity, 4:00 p.m. (or sooner, if there are less than two members present) the Monitor will turn off the vacuum exhaust system and close all dampers (gate valves) that are open.

(2) The Monitor will turn off small appliances in the kitchen area (except the refrigerator) and follow the posted instructions for cleaning and turning off the coffee machine. Do NOT unplug the coffee machine.

(3) The Monitor will power down the sign-in computer (see computer instructions)

(4) The Monitor will ensure that all 6 doors are properly locked, including the **release of the holding chain** for the safety release bar on the backdoor and that all lights are turned off. **Note that safety lights are not switched and are on at all times.**

(5) The Monitor will lock the Woodshop keys in the lock box outside the back door.

d. Safe operation of equipment:

(1) The Monitor will **NOT** permit a member to proceed with an operation that, in the Monitors opinion, appears to be unsafe, until properly discussed and resolved with another knowledgeable woodworker member.

(2) The Monitor assists anyone who needs help, especially in cutting or milling operations.

(3) The Monitor should offer assistance when it is apparent that a member is performing a difficult operation, rather than waiting for the member's request for assistance.

(4) When the Monitor believes any member **might** need help in operating any equipment, the Monitor will discuss the activity with the member and, if needed, either assist them or request assistance from another member.

(5) If the Monitor cannot provide the assistance, the Monitor should request another knowledgeable member to provide help.

(6) Monitors should inform members of the availability within the shop of safety glasses, face shields, ear protection and respirators.

(7) Take any malfunctioning equipment OFFLINE and post note – Out of Service – with notation of problem (for maintenance information).

e. Be Aware of unsafe operations: The following are examples of potentially unsafe operations:

(1) Cross cutting on the table saw without the use of the miter.

(2) Cutting on the table saw without use of the splitter/anti kickback device.

(3) Using the fence in cutting pieces on the table saw when the width and length are nearly equal. (A kickback is the cause of many painful accidents in the shop).

(4) Not using a push block on the table saw or jointer when cutting narrow or thin items.

(5) Cutting horizontal round pieces on the band saws without proper blocking, clamping or fastening to another board to prevent rotation.

(6) Sanding thin pieces on the horizontal belt sander that cannot be properly gripped. The piece to be sanded should be attached, (double sided tape, etc.) to a board or other suitable handhold.

(7) Drilling small items on a drill press without use of vise or clamps.

(8) Turning large or irregular pieces on the lathe without using the tailstock.

(9) Cross arm use of the radial arm or miter saws.

(10) Tilted blade cutting on the table saws without having the fence on the open side of the blade.

(11) When cutting a board on the table saw with the miter, make sure that the free end of the board is **NOT** in contact with the fence.

(12) Be watchful for members who do not clean-up their work areas, do not return hand tools to proper location, or leave equipment with tools attached or in abnormal setup (i.e. saws/tables tilted, stops still in place, drill press or router with bits in chuck, table saw with dado blades, etc).

(13) Be watchful for machines left running (ie. belt sanders, red lights on, etc).

f. Emergency Management: In case of an emergency or accident in the shop, the Monitor on duty will be in charge and act as the Incident Commander. The Monitor may appoint/direct other members to assist as needed.

(1) The Monitor will ensure that the Emergency Shutdown button is activated (Note: ONLY club maintenance crew can reset the Emergency Shutdown system).

(2) The Monitor will ensure that Emergency Services (i.e. 911, Fire Dept, rescue, and/or Sheriff Dept) are notified as needed using the Emergency Telephone in the yellow box located between the men's and women's restrooms in the patio area.

(3) The Monitor will ensure that personnel are evacuated as needed.

g. Visitors:

(1) The Monitor ensures that visitors are escorted through the shop, making sure visitors observe care in the restricted areas. However, the Monitor's main responsibility is Safety in the equipment room and may have another individual conduct the escort, if necessary.

(2) The Monitor assists visitors who wish to purchase items on display. However, the Monitor's main responsibility is Safety in the equipment room and may have another individual conduct the sale, if necessary.

(3) The Monitor is responsible to assist visitors who wish to have woodworking services performed (i.e. repair, wood cut, construction, etc) by referring them to a member who is willing to perform the service. However, the Monitor's main responsibility is Safety in the equipment room and may have another individual take the order, if necessary. If a service request is something not appropriate or not allowed for the woodshop, the monitor will politely refuse.

h. Membership Applications:

(1) The Monitor will help visitors who come into the shop and are interested in joining the Woodworkers of Green Valley. Membership is restricted to Green Valley Recreation Inc. members in good standing, (which includes tenant members, but not guests). Eligible GVR Member applicants, eighteen (18) years of age or older may apply for club membership.

(2) Club Membership is applied for by:

(a) Applicant must fill out and sign the "Membership Application and Waiver" form **in duplicate**.

(b) Applicant must read and accept the Shop Operating Rules and the Safety Manual materials. The Monitor will inform the new member that use of any power tools will not be allowed until the member reads and accepts the Shop Operating Rules and the Safety Manual, and signs the log as having done so.

(3) The Monitor then accepts the completed application and annual fee (no proration of dues for partial year applications). The Monitor takes the original of the application form, along with the annual membership fee, and places these into a small kraft envelope, and then inserts the envelope into the dues slot in the Monitors desk (underneath the computer sign in). The Monitor gives the receipt copy to the new member and provides the new member with a Membership Packet.

i. Display Case Sales Procedures: GVR Rules state that the sale of items crafted by Green Valley Recreation, Inc. members in any GVR hobby shop is restricted to GVR Members and their guests. Items produced in the shop may be displayed for sale in the showcase. The following procedure applies:

(1) The Monitor, or any club member, may represent the seller and will prepare a **triplicate** sales slip (Triplicate NCR paper sales slips are located in the display case or in the Monitors desk).

(2) The sales slip will be completed as follows:

- (a) Date of Sale with the initials of salesperson
- (b) Description of Item sold
- (c) Dollar amount of sale
- (d) Craftsperson's name (only one craftsperson's name per slip)
- (e) Customers name

(3) The original of the sales slip will be given to the purchaser.

(4) A copy of the sales slip with the money will be placed in a kraft envelope, marked with the craftsperson's name, and inserted in the dues slot in the Monitor's desk (Or, if the craftsperson is present, the envelope can be delivered to them).

(5) A copy of the sales slip will remain in sales slip book.

(6) All sales are between the club member who produced the item and the purchaser. The sales tax is the responsibility of the craftsperson and is included in the listed price on the item.

Approved by the Woodworkers of Green Valley Board of Directors this 4th day of February 2008.

Mel Shilling

Mel Shilling

President, Woodworkers of Green Valley