# Orientation to the Woodshop

**GOAL**
Provide a welcome to the Woodworking Studio, helping people understand how we operate, how to be safe., get an overview of all the tools, equipment, and opportunities in the Studio.

**WHAT GOES ON IN THE WOODWORKING STUDIO?**
Members come to the studio to use the tools and machines, but there is more to it. We strive to create a friendly learning environment as there is lots to learn in woodworking and it's a great way to have fun, share knowledge, and engage with other people.

We provide Classes, Events, Open Studio, Teen Night, and we do Community Projects where we make things for other non-profit type organizations.

**OPEN STUDIO**
This is time when the studio is available outside of classes and special events. A team of **Safety Monitors** and **Managers** volunteer their time to staff the Studio for 30 Open Studio hours each week.

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| Wednesday | 9am – 3pm | 6 hours |
| Thursday | 3pm – 9pm | 6 hours |
| Friday | 9am – 3pm | 6 hours |
| Saturday | 12pm – 6pm | 6 hours |
| Sunday | 12pm – 6pm | 6 hours |

How do you get access to Open Studio?

1. You need to complete three classes, which are open to people 14+ years old. You can take them in any order: **Orientation to the Woodshop**, **Woodshop Tool Safety Checkout 1**, and **Woodshop Tool Safety Checkout 2**.
    - **Orientation to the Woodshop** explains our culture, ways of working, how Open Studio operates, and includes an 'insider' tour of the studio.
    - **Woodshop Tool Safety Checkout 1** reviews safety with table saws, jointers, planers, miter saws, and drill presses.

    - **Woodshop Tool Safety Checkout 2** reviews safety with bandsaws, stationary sanders (spindle, disc, drum, and edge), routers and router tables, and scroll saws.
2. There are other machines you can use once you have completed appropriate training, this might be through a special class (e.g. 'Introduction to the Northfield Bandsaw'), or through 1/1 coaching with a manager.
3. To use the woodturning lathes you also need current approved woodturning skills or take **Intro to Woodturning** for spindle work and **Intro to Bowl Turning** for bowl work. A skills review can be arranged by emailing wood.turning@bainbridgebarn.org

Once you've completed the three classes the **BARN Membership Coordinator** will reprogram your fob so it opens the main studio door during Open Studio hours. A **Tool Checkoff Card** will be created for you, which notes equipment you are qualified to use. When you attend an Open Studio session, sign in on the **Daily Log Sheet** in the Bench room. Find your card in the box and stand it up, this lets the Safety Monitor easily find your card should they need to know which machines you can use.

You can bring someone to help carry materials and watch procedures during Open Studio time even if they are not a member. To use the tools, they must complete the three classes required for Open Studio access.

**ACCESS FOR YOUTH**
The studio follows BARN's policy for youth access (under 18). People 14+ can take the required classes and then take part in Open Studio. There must be a Safety Monitor and one other person present for a youth to be in Open Studio.

**SAFETY MONITORS, MANAGERS, AND INSTRUCTORS**
During Open Studio there is always a Safety Monitor on duty, wearing an orange vest. They are responsible for running the studio and pay particular attention to ensuring people are following our **Safety Policies** and **Ways of Working**. They also ensure machines are used appropriately, to avoid damage and keep machinery operating for everyone.

Safety Monitors have experience as woodworkers, and they have received special training on how to keep everyone safe in our studio. Please follow instructions from the Safety Monitor. Sometimes there are things you might think it's ok to do in your own space, but they are not appropriate or safe in our community studio. It's ok to discuss things with the Safety Monitor if you don't understand or disagree, but the Safety Monitor has the final say in the studio.

Sometimes Safety Monitors need to manage the shared use of equipment and space if the studio is busy and someone is taking a long time on one machine. In doing this, they use their discretion and try to be fair.

Safety Monitors work for 3-hour periods, and many of them do this multiple times a month, please remember they are volunteers and only have your safety and best interests at heart when they are giving you direction.

To help the Safety Monitor focus on safety, we also have a manager present during Open Studio, who also wears an orange vest. Managers are volunteers and they serve for the whole 6-hour period of Open Studio. Managers are experienced woodworkers and have put in a lot of Safety Monitor time before becoming a manager. Their job during Open Studio is to coach and help members if they need more guidance on how to use the tools, and to deal with equipment issues (e.g. change a broken bandsaw blade).When things are not busy managers do other tasks around the studio, if the studio is not busy a manager might do some work on their own project, but they remain available to help you – just ask them.

Instructors teach classes from our portfolio. Many are local people and we also bring in instructors for special classes.

**SAFETY POLICIES IN THE WOODWORKING STUDIO**
BARN has a **Safety Minute** for each Studio, please be familiar with ours, it's located in the Bench room.

- ANSI approved Safety Glasses with side shields are required in the Machine Room and recommended in the Bench room. If you wear spectacles, Safety Glasses are available that will fit over them. We have a range of ANSI approved Safety Glasses if you don't have your own. Consider getting a pair of Safety Glasses suited to your needs. Safety Glasses can be made to meet a vision prescription.

- Close-toed shoes are required to protect your feet from dropped material and tools.

- Tie back long hair and avoid dangly clothing and jewelry. This can get caught in machinery and lead to injury.

- Music can be distracting and mask the subtle sounds of machinery, please don't use audio devices in the studio.

- Dust is a health hazard, consider using dust masks when sanding or using machines that produce dust.

- Hearing protection is recommended, we provide ANSI approved over-the-ear muffs and earbuds if you want to use them.

- We can only use approved 'finishes' due to their Volatile Organic Compound (VOC) nature and the shared air system in the BARN, the

policy is on the studio website. If possible, take your project home and finish it there. If you have no other place to apply finish, discuss the finish and your options with a manager.

- Dispose of any volatile rags or waste in the red fire-proof bin.

- Food is not allowed in the studio. Feel free to use the BARN kitchen and the tables in the Commons area.

**WAYS OF WORKING**

The Woodworking Studio is a shared space and has evolved through thousands of hours of volunteer work – we are excited you are wanting to join us in woodworking. Here are a few guidelines about our 'culture'.

- Enter using your fob through the double doors at the south end of the internal corridor.

- You can bring material to and from the parking lot through the back doors, after you have entered through the main door, signed in, and have your safety glasses on.

- Operate machines in a safe manner – apply what you learn in **Woodshop Tool Safety Checkout 1 & 2**. The Safety Monitor and Manager are very happy to give you guidance – just ask!

- Clean up 'as you go' after tool usage and at the end of your session. Sweep or vacuum machine surfaces and the floor. As you work in the studio, you'll observe good practice going on around you - try to emulate this.

- If you are not sure whether a procedure is safe, ask the Safety Monitor before you turn on the tool. You can also read the tool's **User Manual**, stored in white binders in the library area of the Bench room. We also have a collection of videos about our machines on the studio website.

- Be aware of your surroundings and avoid standing in the kickback zone for tools such as table saws and jointers.

- If you must talk to someone who is using a power tool, wait for them to finish and approach from the side so they see you.

- When using a machine (Table saw, Planer, Bandsaw, Disc Sander, etc.) it can take some time after powering off for the machine to be fully 'stopped and safe'. Please stay with the machine until it has fully stopped before you move away, this helps to keep the studio environment safe.

- It's ok to have closed drink containers, but don't put them on the machine surfaces as spills could damage the surface or leak into the interior of the machine. If a spill happens, please clean it up immediately to avoid a slip hazard.

- Small pieces of scrap wood go in the trash bins. Larger pieces go in the two wood bins near the garage doors. Burnable wood goes in one bin (dry, no plywood, glue, or finish) this is collected by the community for firewood. Other wood (green wood, plywood, glued wood, wood with finish) goes in the other bin and ends up in the BARN dumpster.

- It can be possible to leave glue-up projects overnight, this needs to be arranged with the manager. Put a piece of tape on your work with your name, phone number, and agreed date for pickup.

- It's a good idea to say 'hello' to the Safety Monitor when you arrive so they know you, and it's also good to let them know when you're leaving, so they know you're done for the session. Safety Monitors and managers love to know what you're working on, so feel free to chat to them about your work if you want.

- In Woodworking there are often many different methods or approaches to how to make something. Managers are happy to help you if you're stuck and Safety Monitors will help to keep safe while you learn new things.

- We love to see shared pictures of your work on our Circle system!

**WOODWORKING BASICS CERTIFICATE PROGRAM**
We offer a program to give you the skills to safely and efficiently use woodworking hand and power tools, take a project from concept to finished piece, or explore whether a woodworking career is for you.

- **Orientation to the Woodshop**, **Woodshop Tool Safety Checkout 1**, and **Woodshop Tool Safety Checkout 2** get you access to Open Studio.

- Eleven Woodworking Basics classes build proficiency with hand and power tools and give you an understanding of topics including joinery, assembly, and preparation for finishing.

- A final project of your choice, which you create with guidance from a studio mentor.

**VOLUNTEERING**
There are many ways to help and get more involved.

- Participate in the 9 am Maintenance Mondays and help with shop upkeep and tool maintenance.
- Volunteer to assist with a class, Teen Night, or other activity.
- Sign up to participate in a community service project; as opportunities come up, they are posted on the Woodworking Calendar.
- If you are an experienced woodworker, let the woodworking lead know if you are interested in becoming a Safety Monitor.

**SOME USEFUL LINKS**



Catalog of Classes



Machinery Videos



Frequently Asked Questions



Woodworking Basics Certificate