

Boundary Hall Woodshop Safety

Artist; one who performs ones work as art, or whose workmanship is art.

Designer; one who conceives, invents and plans. One who creates a visual composition, purpose or project.

Professional; (-ism); Behaving in such a way as to appear professional; holding the status, methods, character and standards of a professional; possessing great skill and experience in a field or activity

The woodshop in Boundary Hall is available for students enrolled in 3D and sculpture classes. It is an area to broaden your skills as designers and artists in addition to being a resource for tools and equipment. Being that it is an industrial environment, your cooperation and professional behavior are required to ensure the safety of all of us who work in the woodshop

The hours of the woodshop are 8am to 8pm Monday through Thursday, 8am to 4pm Fridays, and several Saturdays per quarter from 10am to 5pm. ***Information about shop hours are posted on the window of the shop office.***

Safety glasses are provided to the students, faculty and staff. They are located beside the door to the shop office. ***Anyone working in the shop is required to wear safety glasses.*** Hearing protection and repertory protection are also available.

Hand tools and power tools may be checked out from the shop office. Your student I.D. card is required to borrow any tool. All equipment is to be used within Boundary Hall and cannot be taken off of the property or held after shop hours.

Students, faculty or staff checking out tools or equipment assume responsibility for that tool or piece of equipment against loss or breakage. In the event of a tool becoming lost or broken it should be reported immediately to the shop management. There are steps that can be taken to extend the lives of our tools and minimize loss, breakage and abuse.

- **Use the right tool for the job.** Some tools have specific functions, some are expensive and could be easily destroyed if misused, inform the shop managers of your intended task and they will recommend the right tool. Misuse of tools can be a serious safety hazard.
- **Don't experiment with an unfamiliar tool.** If you are unfamiliar with a tool ask the shop managers or the faculty how to safely and properly use the tool.
- **Keep it clean;** Keeping your work area organized, cleaning up as you work and keeping clutter to a minimum will help keep tools from being thrown away, a clean, organized environment also helps keep paints and glue from coming in contact with tools and equipment. The results from this are better work and an increased margin of safety.
- **Work within your tool set.** Working with tools and machinery on which you have not been trained can result in serious injury or cause extensive damage to

- equipment Working outside of your tool set is a serious infraction and will not be tolerated.
- **Report any broken or damaged tool;** Even if you broke it, let the shop manager know. If a tool sounds peculiar or won't operate properly it is a safety hazard. Let us repair or replace the tool.
 - **Return the tools the right way;** Brush off the dust, roll up the cord, and return all small parts and attachments when you are finished.

The wood shop is primarily used for working wood. We are also equipped to cold work specific metals. We allow natural woods and plywood, and regularly work in aluminum, copper, and brass. Before buying any materials, check with your instructor as to the best materials to use and where to find them. Students are encouraged to make use of the scrap pile and they are also welcomed to donate to it. Students often work with alternative materials, recycled materials, and found objects. We encourage this continued practice but ask that these materials and objects be given individual consideration by the shop managers as to safety concerns or hazards they may present and as to the proper tools required.

Materials not allowed in the shop.

- Pressure treated lumber; this includes "yella wood"
- OSB – Orientated Strand Board
- MDF – Medium Density Fiberboard
- Particleboard
- Plaster - whether you are casting or carving it, keep it out of the shop and **ONLY USE TOOLS DESIGNATED FOR PLASTER**
- Aerated Concrete- Keep it outside, please, and only use those tools specific for concrete
- Styrofoam
- Aerosols
- Casting Resin
- Solvents, adhesives and paints which expel vapors (if we can smell it, its probably toxic)

If there are any questions relating to materials ask the shop managers. Anyone working with unapproved materials will be considered as violating shop safety policies and will be disallowed in the shop.

Increase your Margin of Safety. There are several steps you can take to ensure your safety and the safety of others.

- Don't work when impaired or intoxicated
- Refrain from running or rambunctious behavior in the shop
- Don't perform untrained operations or work with unfamiliar tools
- Use clamps to hold down your work
- Keep your work area organized and free of clutter
- Tie back long hair

- Remove loose jewelry
- Tuck in loose clothing
- Remove stereo headphones
- Wear closed toe shoes
- Be aware of others working around you
- Don't rush (most accidents happen when you are in a hurry)
- Stay focused (another frequent cause of accidents is not paying attention)

In case of an Accident

- Stay calm
- Turn off all machines in use
- Report the accident to the nearest faculty, shop manager or security officer
- A first aid kit is located in the shop office
- Fire alarms and fire extinguishers are located next to the doors in the shop
- In the case of a serious accident the security officer or shop manager will call 911

Cleaning and storage

Everyone is responsible for cleaning up after him/herself. When you keep your work-space clean and organized, you produce better work. It increases your margin of safety, and it is easier for others to work around you. Certain projects tend to produce greater mess than others. Take time to protect work tables or work areas with sheets of craft paper when painting, gluing or mixing plaster. Clean as you go. Give yourself enough time at the end of your studio practice for cleaning, at least 10 minutes. There are brooms and dustpans located in the shop and studios. Use them for cleaning work benches, under tables, and anywhere you've created a mess. Clean up spills right away. Throw large or heavy waste directly in the dumpster. Do your best to reduce waste by reusing and recycling materials.

Keep your work in progress on the shelves in your studio. If a work is large scale, arrange permission from your professor or the shop manager.

A shared resource

The studios at Boundary Hall are a shared resource for all of us who work here. Students enrolled in classes in the Foundations and Sculpture Departments are the only students allowed to work in Boundary Hall Woodshop unless special arrangements have been made through the shop manager. Several hundred students share the shop and studios each quarter. It is the responsibility of all who work and study here to keep the studios and shop clean, organized and safe. We are expected to treat each other with respect, courtesy and tolerance. Our collective standard of safety, community and professionalism as artists and designers will contribute to the enjoyment of our pursuits and the quality of our work. ***Have Fun, Be Safe, and create the Best Work Possible!***