



CHARLOTTE WOODWORKERS' ASSOCIATION

SHOP RULES & GUIDELINES

1. For safety reasons a minimum of two (2) members must be present to use the CWA Shop. At least one of these members must be a Shop Foreman (see item 3, below).
2. The Shop Foreman is responsible for overall coordination of the Shop and has the authority to stop activities not believed to be consistent with these rules and guidelines set forth by the Board.
3. A Shop Foreman must be present to use the Shop.
4. Anyone operating equipment must have passed the CWA Safety Orientation and Safety Test, signed the Waiver of Liability, and must be a member in good standing.
5. **Working safely with and around power tools is YOUR PERSONAL RESPONSIBILITY!!!** CWA publishes safety rules as guidance to members regarding what "Best Practices" dictate for the safety of all members when they are using, or working in the vicinity of others using, the CWA shop facilities.
6. CWA posted Safety Rules will be followed.
7. **Never work in the shop while tired, extremely upset about something that happened recently, or under the influence of alcohol or other drugs or medications that might impair your ability to work safely.** Doing so increases the risk to yourself and to others working in the shop around you.
8. **Remember, your personal safety is YOUR RESPONSIBILITY!**
9. **Failure to follow these rules and the rules for safe use of the individual machines as documented for those machines may RESULT IN SERIOUS PERSONAL INJURY.**
10. The user is responsible for damage due to negligence.
11. Before entering the Shop, everyone must complete the Sign-in Book, including the purpose of use.
12. Name tag must be worn while in the Shop.
13. While in the shop, if you aren't assisting someone operating a specific machine, you should be no closer than four (4) feet from the machine that is in operation, the people who are operating it, and the material that is being machined. This will allow the operator and their assistant(s) to work safely without interference from bystanders and will help you avoid injury should something go wrong with the operation in progress.
14. Never leave a machine running unattended. Turn the power off and do not leave the machine until it comes to a complete stop.
15. Before leaving the Shop, it must be returned to as-found or better condition. This includes, but is not limited to, sweeping the floor, removing dust from tools, and emptying the cabinets beneath stationary tools, emptying dust collectors when bags are at the fill mark, closing/locking tool cabinets, and unplugging power equipment. Tables and chairs should also be returned to their designated location.
16. No personal property, except for CWA sponsored projects, may be left on the premises without prior approval from the Shop Foreman. Materials left in shop must be labeled with owner's name, and planned date to remove and should be stored in the area designated by the Shop Foreman. The Charlotte Woodworkers Association will not be responsible for any personal property. Scrap materials from personal projects shall not be left in the shop.
17. Reclaimed material will not be used on CWA equipment without prior approval of the Shop Foreman. The following guidelines will be used at the Shop Foreman's discretion to determine whether reclaimed material can be used:
 - Painted finishes should be removed.

- Visual inspection of boards to assess foreign objects.
 - Metal detector to confirm whether nails, screws, or other metal objects are present.
18. CWA and JPM sponsored events will have priority over personal projects and shop time.
 19. No CWA owned property may be removed from the Shop without prior approval from the CWA Board of Directors. A record will be kept of any property removed with Board approval and will include name of person removing property, contact information for that person, including name, address, e-mail address, and telephone number as well as date out and expected date of return. When property is returned it should be checked in with the Shop Foreman who will note the date and condition when returned in the sign out record.
 20. No member is authorized to remove JPM owned property from the shop without proper approval from JPM.
 21. Shop users agree to follow the Shop Foreman's directives, including leaving the Shop if not following the shop rules.
 22. Repeated violation of these rules is cause for losing Shop privileges and other Membership privileges pending Leadership Committee decision.
 23. **Remember - Machines have no conscience and are totally unforgiving of operator error.**

Personal Protective Equipment

Personal Protective Equipment provides the last line of defense against injury should an event occur that would result in personal injury if you did not have the protection this equipment provides.

1. **Safety glasses (ANSI Z87.1) and (CAN/CSA Z94.3) with side shields or a face shield must be worn.** The impact resistance of everyday eyeglasses is not as great as the impact resistance that is necessary for eyeglasses to be classified as safety glasses. Both lenses and frames must pass specific tests to be classified as safety glasses. For more information on the requirements that eyewear must meet to be classified as safety glasses, see: <http://www.allaboutvision.com/safety/safety-glasses.htm>. If you're not wearing actual safety glasses, wearing safety goggles over your regular glasses can provide the protection you need.
2. OSHA states in <https://www.osha.gov/SLTC/noisehearingconservation/index.html> that Exposure to high levels of noise can cause permanent hearing loss. Neither surgery nor a hearing aid can help correct this type of hearing loss. Short term exposure to loud noise can also cause a temporary change in hearing (your ears may feel stuffed up) or a ringing in your ears (tinnitus). These short-term problems may go away within a few minutes or hours after leaving the noisy area. However, repeated exposures to loud noise can lead to permanent tinnitus and/or hearing loss.

Loud noise can also create physical and psychological stress, reduce productivity, interfere with communication and concentration, and contribute to workplace accidents and injuries by making it difficult to hear warning signals. Noise-induced hearing loss limits your ability to hear high frequency sounds, understand speech, and seriously impairs your ability to communicate. The effects of hearing loss can be profound, as hearing loss can interfere with your ability to enjoy socializing with friends, playing with your children or grandchildren,

or participating in other social activities you enjoy, and can lead to psychological and social isolation.

Noise is measured in units of sound pressure levels called decibels, named after Alexander Graham Bell, using A-weighted sound levels (dBA). The A-weighted sound levels closely match the perception of loudness by the human ear. Decibels are measured on a logarithmic scale which means that a small change in the number of decibels results in a huge change in the amount of noise and the potential damage to a person's hearing.

The National Institute for Occupational Safety and Health (NIOSH) has [recommended](#) that all worker exposures to noise should be controlled below a level equivalent to 85 dBA for eight hours to minimize occupational noise induced hearing loss.

Woodsmith magazine has an online tip at <http://www.woodworkingtips.com/etips/etip43.html> that points out that any exposure to noise over 85 dBA will, over time, result in some hearing loss. Anyone experiencing noise levels over 85 dB for *any* length of time should use some type of hearing protection.

They set out to measure the noise levels for some of the machines in their shop. These are some of the results they measured:

Thickness planer and the radial arm saw, when cutting a piece of 6" wide hard maple, each produced a noise level around 105 dB.

When routing an 1/8"-wide groove, their enclosed base router table gave a reading of 103 dB with the doors closed. With the doors open, it registered 106 dB.

Their tablesaw registered 104 dB.

The biggest surprise was their hand-held circular saw. It put out a whopping 110 dB while cutting 3/4"-thick plywood.

Naturally the machines in our shop, and your personal shops, may differ in how loud they are. Even so, it's a safe bet that many of them are loud enough to cause permanent hearing loss with accumulated exposure. And when you're in a shared shop space, it isn't just the machine you're using that exposes you to noise. All the other machines that are running do so as well.

So you can understand why it's important to use hearing protection when anyone is running these types of machines in the shop. Use hearing protection that fits properly. Choose earplugs that can be fitted to your ears, and choose earmuff style hearing protectors that fit properly and that have a high enough noise reduction rating (NRR) to cancel the amount of noise in excess of the safe level of 85 dBA. To choose these, you'll need to know how loud the machines in your shop situation are, and what the combined effect of multiple machines running will be. It's better to err on the side of caution.