

Wood Shop Safety plan

Safety can only be achieved through teamwork at Wood Shop. Each employee, instructor, and student must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

1. Wood Shop is **not** a 24 hours access studio. Studio hours are located in the studio.
2. Wood Shop must be **locked or shutting off the power** of all electrical tools from the main circuit breaker panel at the end of each open studio period.
3. All instructors who teach in sculpture and 3D areas have an assigned duty for closing and opening the studio, and have the responsibilities to monitor the Wood Shop during their class or assigned duty days.
4. All instructors who willing to use the Wood Shop for their class or for their own work need to participate a training program.
5. Safety procedures is clearly defined and posted. All instructors who willing to use the Wood Shop for their class must identify required training process with instructions in the syllabi, and **make sure training happens**.
6. All instructors have the responsibilities to make sure the studio is clean after each assigned duty day, and make sure students spend the last 10 minutes of each day cleaning up their own mass and the common area. All tools, equipment used must be return to their proper place. Report anything that needs repair or replacement to the department.
7. **No one may work alone** in the Wood Shop. Students should only work in the Wood Shop when their class in session, open studio hours, or when an instructor or monitor is available to supervise them.

Northeastern Illinois University Woodshop General Safety Rules

These safety rules must be followed by all people using the woodshop so that all individual have the opportunity to use the facility optimally.

Remember NEIU emergency Phone Number is 5511 and 911

1. The following are **Not Allowed** in the woodshop:
 - Bare feet, High heeled and /or high soled shoes, wooden soled shoes, or any footwear held to the foot minimally
 - Loose hanging hair, clothing, jewelry, or accessories that considers unsafe
 - Non-NEIU students, especially very young children, and pets
 - Eat, drink, or smoking
2. Only use equipment on which a qualified instructor has given you a safety and operational orientation. Before using any power tool, be sure that you know how it works and the correct procedures to follow in its use.
3. Turn on the woodshop exhaust ventilation before using any power tool, If the dust collector is not working **call 5240 or 5238**
4. Do not use treated wood for sculpture. When working with found objects or scrap wood, be sure you do not accidentally cut or burn treated wood. If possible, use less-toxic softwoods instead of rare tropical hardwoods, and more highly toxic hardwoods.
5. Always wear face shield or goggles when working with any equipment, wear dust mask when work with sanding or cutting tools, wear hearing protection such as earplugs or muffs when using noisy hand tools or machines.
6. You must be wide-awake and alert. Never operate a machine if you are overly tired or ill. Do not allow your attention to be distracted while you are operating a machine.
7. You are the one in control of an operation. If someone is helping you, be sure they understand this and know what they are expected to do, and that they know how to do it.

8. Do not crowd a machine user or wait in line to use a machine. See that others are standing “out of the way” when you are operating a machine.
9. Think an operation through before performing it. Know what you are going to do and what the machine will do.
10. Make all necessary adjustments and be sure that all adjustable parts are tightened **before** turning on the machine. Never remove a safety guard from a machine without the instructor’s permission.
11. If a blade or bit is dull, out of adjustment, or in some way seems not to work properly, shut off the power immediately and inform the instructor or assistant.
12. Unplug machine before changing blades or making any internal check or adjustments.
13. Wood should not contact blade until **after** the machine has been started and come up to speed. Feed the work carefully and only as fast as the machine will cut it easily. Do not force the work through.
14. Be sure that you understand how and what a **binding** situation is and how it may be caused before using any power tool. Be especially wary of stock that may rock, roll, or move in any way while it is being processed.
15. Maintain the **margin of safety** specified for the machine you are using. This is the minimum distance your person should ever be from the cutting tool it is in operation.
16. Use approved push sticks, hold-downs, feather-boards, and other safety devices. Some operations may require the use of jig.
17. Never leave a machine running and unattended.
18. Keep the machine tables and working surfaces clear of tools, stock and other materials. Also keep the floor free of scrap and excessive litter.
19. When using a hand-carving tool, always keep your hands behind the tool and cut away from your body. Keep tools sharp.

20. When lifting heavy items, use appropriate lifting technique, get help from another person, or use mechanical aids.
21. Clean up after yourself when you finish working. Vacuum up wood dust regularly. All tools used must be returned to their proper place.