



Workshop Users Manual

Workshop Operations and Procedures

APAV061724WorkshopUsersManual

Contents

Introduction	ii
1 - Workshop Operations	1
Workshop Safety Rules	1
Provisional	June 2024

Workshop User Group of Applewood Pointe of Apple Valley

Hold Harmless (waiver)	1
2 – Workshop Cleanliness	2
Dust and Debris Collection	2
Restocking and Cleanup	2
Spillage	2
3 – Personal Injury or Another Emergency	2
Workshop Users Responsibility	2
Minor Injury	2
Serious Injury or Health Emergency	2
4 – Paint Procedures (<u>If a paint booth is set up.</u>)	3
5 – Breakage, Outage of Machines and Tools	3
6 – Wood Storage	3
Storage of Project Items While Work is in Progress	3
Wood Available to All Members	4
Donating Lumber	4
Wood Storage Safety	4
7 – Workshop Usership	4
8 – Workshop Courtesy and Decorum	5
9 – Non-Workshop Users Visitors in the Shop	5
10 – Workshop Provided Supplies	5
11 – Incident Review Process	5
12 – Peer Mentors	6
13 – Donations	6
14 – Borrowed Tools	6
15 – Website	6
Workshop Use Application & Waiver	(available from Applewood Pointe of Apple Valley Housing Manager)

Introduction

As residents of Applewood Pointe of Apple Valley this is our home. And just as in our previous homes, we'd like to be able to go to and use our Workshop (or any other common area) whenever we want to without telling or reporting to anyone. However, just like in our previous homes, if more than one home member uses the Workshop, we need to agree on Workshop User responsibilities; and for all of us to take our own individual responsibility on this.

All residents are welcome to use the Applewood Pointe of Apple Valley Workshop. But we are hoping if you decide to use the Workshop, that you will get to know and have fun with the other users, helping each other out with correct and safe equipment use and shop operations. That's the atmosphere we're striving for in our Applewood Pointe of Apple Valley Workshop.

Workshop key fob activation will be given to any resident who agrees with and signs the Workshop Use Application & Waiver. The form is available from the Applewood Pointe of Apple Valley Housing Manager, who will activate your key fob when you return your completed and signed Workshop Use Application and Waiver form.

--- ii ---

Workshop Users Manual

Welcome to the Workshop Users Group of Applewood Pointe of Apple Valley. This Manual has been prepared for you, as a Workshop User, to help you understand the Workshop's operation and the procedures necessary to enable Workshop Users to productively and safely use the Workshop. **The Workshop is an inherently dangerous place, and our primary concern is always to promote and ensure safety.** This is your Workshop, but our rules may not be the same as those you followed in your previous home workshop. The procedures described herein, when followed conscientiously, will allow for a clean, safe environment and operation in a manner that will accommodate the collective Workshop Users. All Workshop Users are expected to adhere to the requirements detailed in this Manual.

Workshop User Group of Applewood Pointe of Apple Valley

1 – Workshop Operations

Workshop Safety Rules

In the interest of **personal safety** and to protect shop tools and equipment owned by Applewood Pointe of Apple Valley, any residents utilizing the Workshop equipment must observe the following basic, common sense rules:

- 1] The Workshop is for the use of the residents of Applewood Pointe of Apple Valley Cooperative. Children and other guests are not allowed in the Workshop unless accompanied by their Resident Host.
- 2] Tools and equipment in the Workshop belong to Applewood Pointe of Apple Valley Cooperative and must meet safety regulations. Residents who want to use their own personal hand tools, which they do not wish to loan to others, should place them in a toolbox and because of limited space in the Workshop should keep them in their unit or unit storage area when they are not in the Workshop.
- 3] It is strongly recommended that two persons be in the Workshop when using power tools. Goggles or some other protective face shield, hearing protection, & a dust mask should be worn when using power tools. Loose fitting clothing should not be worn while operating the power equipment.
- 4] Hazardous materials, such as combustible paints, stains, varnish, etc., are to be stored in the yellow metal cabinet for that purpose.

Anyone wishing to work in the Workshop must have signed the Workshop Use Application & Waiver, which includes the following Hold Harmless or Liability/Policy Statement:

"I have read the Workshop Users Manual & Safety Rules, and I agree to observe and abide by them. I further agree to work in the Workshop always at my own risk and to indemnify and hold the Applewood Pointe Cooperative of Apple Valley, its Board of Directors, and its agents and representatives harmless of any damages I may sustain. This release is binding on my heirs, successors and assigns."

If you are inexperienced or there are machines you are not familiar with; do not attempt to use or operate any Workshop machines, equipment, tools, or resources without first checking with another Workshop User to learn correct and safe operation.

--- Page 1 ---

2 – Workshop Cleanliness

Dust and Debris Collection

Connect and activate a dust collector when using machines and tools that connect to the dust collection system. Turn off and disconnect the dust collector when you finish. Attach vacuums to portable saws, sanders and similar tools if they are used away from the dust collectors.

If a dust collection system is not in place, ensure that best practices are used to mitigate the distribution of dust throughout the Workshop.

After each use of a machine or work bench, before moving to another machine or area, clean up saw dust, spills, and debris created by your work from machines, tools, work benches, and floors. If a noticeable amount of debris collects while you are working, suspend working and clean up.

Before leaving the Workshop for the day; clean your work area and tools, return things to where you found them, police the Workshop, and tidy up anything as needed. Be sure to leave time for yourself to get cleanup done.

Workshop User Group of Applewood Pointe of Apple Valley

Restocking and Cleanup

Put away tools, hardware, finishes, solvents, adhesives, and materials after each use.

Clean glue brushes before adhesives dry out on the brushes. Safely dispose of syringes used in glue application to prevent injury to others. Clean applicators used for wood filler or other materials to remove all residue. Do not pour any used materials in the sink.

Spillage

Immediately clean up spilled fluids, adhesives, & other substances. Do not pour any used materials in the sink. Consume food outside the Workshop. While alcohol may not be consumed in the Workshop; coffee, water, and other beverages are allowed. **Do not leave wet rags or objects on machine tables or work benches.**

3 – Personal Injury or Another Emergency

Workshop Users Responsibility

Workshop Users are expected to monitor their own health status and adhere to instructions and recommendations of medical personnel regarding the use of Workshop machines and tools, and other activities they conduct in the Workshop. The Workshop does not have medical insurance. Each Workshop User is responsible to maintain his/her own medical insurance policy. Medical bills from an injury sustained in the Workshop will have to be paid by the Workshop User and Workshop User's medical insurance.

Applewood Point of Apple Valley Members / Residents use the Workshop at their own risk.

Report all injuries or accidents immediately to the Housing Manager.

Call 911

Complete Incident Report

Minor Injury

Emergency

Administer first aid
Report it to Housing Manager
Complete Incident Report

Serious Injury or Health

Administer first aid if possible
Get help immediately – Call 911
Report it to Housing Manager
Complete Incident Report

--- Page 2 ---

4 – Paint Procedures (If a paint booth is set up.)

Hazardous materials, such as combustible paints, stains, varnish, etc., are to be stored in the yellow metal cabinet for that purpose.

A supply of masking materials is provided in the painting area. They should be placed on the table beneath the area where you will apply paint or a finish to catch spills.

Use extreme care NOT to get any of your finish on any other projects in the painting area or anywhere in the Workshop room. Arrange ample separation space between your work area and any other Workshop User's items.

When you have completed a coat of paint or finish, move your item to a drying area outside of the Workshop.

Clean up after yourself. Dispose of contaminated rags in the red safety can. Wipe the top of the paint can before re-affixing the lid to prevent spattering. Cover the lid with a paper towel or scrap of newspaper before hammering the lid on to avoid splattering.

Clean paint brushes used with water-based finishes in the shop sink, and clean the sink when finished.

Workshop User Group of Applewood Pointe of Apple Valley

Clean oil-based finishes from brushes in the painting area. Do not dispose of volatile cleaners in the Workshop sink. Do not pour any used materials in the sink. Do not leave brushes soaking in open containers of volatile cleaners. Brushes left unattended will be thrown away at the end of the day.

Workshop Users are responsible for their leftover paint, finish, or cleaning fluids after they are done with their project.

5 – Breakage, Outage of Machines and Tools

If a machine, tool, blade, bit, or other part breaks, stops unexpectedly, won't start, is misaligned, shows excessive wear or damage, or is otherwise inoperable, mark any broken or separated machine, parts, or items. Then place the broken, damaged, or worn out parts and/or items in designated area. Inform other Workshop Users. Do not ignore or hide broken parts or conceal breakage, since this slows down the ability to effect repairs or replacement.

6 – Wood Storage

Wood Storage

Wood storage is intended for short term (30 to 60 days) storage of lumber and materials while a project is planned and underway.

All lumber and materials placed in wood storage must be labeled or marked with the owner's name. Postal mailing labels are recommended. You are expected to respect the ownership claim evidenced by the placement of a name label or marking on lumber or other materials stored.

Storage of Project Items While Work is in Progress

Work in progress items may only be kept in the Workshop during the days while being worked on. If you are not going to be working on your project anytime soon, it should be removed from the Workshop.

--- Page 3 ---

Wood Available to All Workshop Users

The wood storage area also contains excess / donated / unclaimed lumber that may be used by any Workshop User. Wood taken from this source is for immediate use only, not to be stored for "future" use.

Wood placed in a trash can is considered abandoned & available for common use by any Workshop User.

Donating Lumber

You may donate excess lumber and materials to the Workshop when you complete or cancel a project. You should move donated lumber to wood storage and remove your name from it.

Wood Storage Safety

You must remove nails, screws and other dangerous elements from lumber before it is first placed in storage. Then when in storage, lumber must be stored in a manner to prevent injury from shifting or falling pieces.

7 – Workshop Usership

As stated on page --- ii --- under Introduction, Workshop access is available to any Applewood Pointe of Apple Valley resident who agrees with and signs the Applewood Pointe of Apple Valley Workshop Use Application & Waiver. However, while Workshop Users with access are entitled to use all the machines, tools and supplies owned by and available in the Workshop ...

For Your Safety

make sure you are knowledgeable prior to tool/equipment use.
Check with other users for correct & safe operation.

Tools/Equipment Manuals

Workshop User Group of Applewood Pointe of Apple Valley

in filing cabinet

Manual Hand Tools

in rolling tool cabinets

Power Hand Tools

in wall & floor cabinets

Large Shop Equipment

on the floor – connect a Dust Collector prior to use.

If you leave saw dust please sweep it up.

If you make a mess please clean it up.

If you borrow a Tool/Item please use our **Sign Out Sheet** to sign it out.

Applications are available from the Applewood Pointe of Apple Valley Housing Manager. The original signed Workshop Use Application & Waiver form will be filed with the Housing Manager Office.

Workshop Usership may be revoked from any Workshop User who fails to conform to the rules defined in this Manual.

--- Page 4 ---

8 – Workshop Courtesy and Decorum

It is expected that you will behave with courtesy and decorum while in the Workshop.

If you prefer using your own hand tools over Workshop provided hand tools, you are expected to distinctly mark them with your name and unit #, and to keep them in your unit or unit storage area when you are not in the Workshop. You are expected to honor the ownership claim demonstrated by labels or markings on tools, lumber, hardware and other materials you encounter in the Workshop.

It is hoped that you would safely provide collegial assistance and instruction to other Workshop Users when requested or the need is obvious, and satisfying the request is feasible.

9 – Non-Workshop Users Visitors in the Shop

If confronted by a visitor to the Shop, greet them courteously. If your activities permit, you may provide a tour of the Workshop to a visitor or prospective Workshop User.

You are not required to cease working to accommodate the presence of a visitor, unless requested by appropriate law enforcement or emergency response personnel.

You may bring a guest as a visitor to the Workshop to observe your activities. However, remember that you are responsible for your guest(s) injury or damage they cause. Your guest must be near you at all times and must leave the Workshop when you do. You are expected to introduce your guest to the other Workshop Users in the Workshop.

Visitors are not permitted to use Workshop machines, tools or other resources. Your guest, under your close supervision and direction, may assist your efforts to measure and mark your items for cutting, move your items within the Workshop, hold your items for clamping or gluing, and perform similar activities which do not involve their use of Workshop tools or machines.

10 – Shop-Provided Supplies

Workshop User Group of Applewood Pointe of Apple Valley

The Workshop may provide a limited supply of consumable material, such as latex gloves, paint rags, paper towels, and dust masks. In addition, a varying supply of miscellaneous fasteners and hardware is available to all Workshop Users. However, you are expected to maintain your own supply of consumable and expendable materials which you frequently use, such as glue, fasteners, scroll saw blades, drill bits, and hardware. You are also expected to replace any shop-provided saw blades, drill bits, router bits, tools, etc. that you dull or break.

11 – Incident Review Process

When you believe that a problem exists in the general safety conditions or operations of the Workshop, or if you observe an activity in the Workshop which you believe is unsafe, unethical, illegal, or harmful to the rights of Workshop Users and their property, your duty and first recourse is to inform other Workshop Users and to alert the Applewood Pointe of Apple Valley Housing Manager, whose responsibility is to address the issue.

Incident reports and other Workshop Members issues are reviewed and assessed to determine whether corrective action/training is needed to mitigate the incident and prevent or reduce the risk of recurrence. One or more follow-up actions may be pursued; including training, replacement or alteration of equipment, procedural changes, and/or actions up to individual Workshop Users being barred from the Workshop.

--- Page 5 ---

12 – Peer Mentors

All Workshop Users, when feasible, may serve as Workshop Peer Mentors. A Peer Mentor is a Co-Workshop User who holds the same level of responsibility and the same level hierarchically as any other Workshop User, and often encounter comparable types of Workshop issues and situations as any other Workshop User.

Workshop Users; when requested by other Workshop Users, knowledgeable in the area of need, and agreeable with the request; are available to help inexperienced Workshop Users learn safe equipment operation and woodworking skills. If you need help in these areas, or have other questions, ask another Workshop User.

All Workshop Users have the ongoing responsibility to be knowledgeable of the safe operation of Workshop machines and equipment, to receive and communicate Workshop Users concerns relating to safety, equipment, and Workshop operations, and to be aware of the overall Workshop safety conditions. A Workshop Peer Mentor can help you gain this insight.

This type of mentoring relationship can be a boon to both the Workshop User and the Workshop Peer Mentor, as each likely has different skills that they are bringing to the table that can be leveraged to learn from each other and grow in ways that would be difficult to accomplish otherwise.

Peer mentoring is also highly effective when on-boarding as it helps new Workshop Users form early connections and collaborate during those first few months as a new Workshop User.

13 – Donations

The Workshop will accept donations of funds, lumber, equipment or other tangible items free and clear of any conditions or stipulations.

The Workshop will **not accept loans of equipment or other tangible items.**

14 – Borrowed Tools

Workshop Users may borrow tools for overnight, noncommercial use. Borrowed tools should be returned the following Workshop work day. Tools are to be signed out when being borrowed, and signed back in when being returned.

15 – Website

Workshop User Group of Applewood Pointe of Apple Valley

You may go to <https://github.com/johnbinford/applewood-pointe> to see the Applewood Pointe of Apple Valley Workshop website.

To be included in sharing questions and ideas on the website, email to johnathan.binford@gmail.com .

16 – Workshop Users List

To keep it more private, once you are a Workshop User you may email johnathan.binford@gmail.com to request seeing the list of our current Workshop Users names and email addresses.

--- Page 6 --