

## **The Aurora Seniors Centre Woodshop Operation Policy**

The Woodshop will be operated in partnership with the Aurora Seniorsø Association (øASAö) and the Town of Aurora. For safety reasons, the main entrance door to the Woodshop will remain locked whenever an Approved Person is not present in the Woodshop. The exit door will remain locked at all times. The Woodshop will have specific operating hours as set out below, which are shorter than the Aurora Seniorsø Centre operating hours and are subject to change. The woodshopø operating hours will be posted on the main entrance door and the website so that all members are aware of the times as to when they may have access to the shop. Depending on the demand a pre-registration binder will be available on a first come, first served basis.

The ASA will provide trained, skilled and experienced members who will act as supervisors (øApproved Personsö) to other members while working in the shop, subject to the approval of Town staff. The ASA and the Town will determine the requisite qualifications for being an Approved Person. The Town will provide training to persons selected to be Approved Persons, and it will be mandatory for such Approved Persons to attend the training. No Approved Person will be permitted to access, use or supervise the use of the woodshop by others until he or she has completed the mandatory training.

No person, including the ASA Approved Persons, will be permitted to work in the shop alone. The shop will be equipped with two video cameras and a monitor that will be placed at the front desk to assist the ASA with supervision.

All members using the woodshop will be required to complete a questionnaire, a waiver form and pay a \$1.00 user fee per day. Non-members will be permitted to use a three visit guest pass but must sign the appropriate waiver form before they can enter the woodshop. Non-members making use of the three visit guest pass are permitted to enter the woodshop as an observer only.

Under the direction of the Approved Persons, each participant will be required to attend a workshop that provides an introduction to the woodshop, which includes safety training, so they know the policies and procedures and guidelines for ensuring a safe environment. An Approved Person will lead the introduction on Thursday afternoons at 1:00 pm when needed. No participant shall be permitted to use the woodshop until he or she has attended the introductory safety workshop.

The Shop Leader is an Approved Person who performs the role of scheduling the operating hours of the woodshop, acts as a liaison with participants, and ensures that the tools and machines in the woodshop are operational and safe. The Shop Leader and the Seniorø Coordinator will be responsible for scheduling the hours of operation of the woodshop within the existing hours of operation. The Shop Leader will be responsible for ensuring that an Approved Person is present in the woodshop at all times during operating hours. If there is an emergency and there is not an Approved Person available, the woodshop will be locked and cannot be used.

All accidents and or incidents must be reported to Town of Aurora Staff and/or the Seniorø Coordinator immediately so that appropriate procedures can be followed. A telephone and a list of emergency telephone numbers will be posted in the woodshop at all times. The Shop Leader and/or the Seniorø Coordinator must be notified of any accidents and/or incidents that occur in the woodshop.

In the event that any person using the woodshop fails to comply with the terms of this Policy, that person may be expelled from the woodshop, and their privileges to use the woodshop in the future may be revoked.

**Hours of Operation:**

The proposed hours are Monday to Friday from 9:30 am to 12 noon and 1:00 pm to 4:00 pm. We need at least 10 qualified Approved Persons to cover these shifts; there must be at least one Approved Person present per shift to supervise the use of the woodshop. We will start with 2 or 3 days a week and work towards being operational 5 days a week.

**The Aurora Seniors Centre Woodshop Guidelines  
Objective**

The Aurora Seniors Centre Woodshop is designed for the enjoyment and continued learning of its members. Due to the nature of the equipment and materials in the room, the following Policies and Procedures must be followed and respected by all users of the woodshop.

**Security**

For safety and security reasons the woodshop will remain locked when unoccupied, even for short periods of time. The woodshop may only be accessed and used under the supervision of an Approved Person, Only a Town of Aurora Staff person and or an Approved Person (AP) will be permitted to unlock the woodshop. The Front desk will have a list of the Approved Persons. The woodshop will have designated hours of operation different from the centre so that members know when an AP will be present for assistance or supervision.

**Safety Procedures**

The following rules must be respected when working in the woodshop:

1. No one can work alone in the shop. They must be accompanied by an Aurora Seniors Association (öASAö) trained Approved Person or a professional teacher conducting a course.
2. Trained APs are prohibited from using power tools if they are alone in the woodshop.
3. In case of emergency, the main switch for the power tools must be turned off immediately. However, the lights must remain on. The assistance of Seniors Centre staff will be required to reset the power.
4. Use of protective guards, eyewear, and ear protection is mandatory in the woodshop. Dust masks are highly recommended. Please note that different tools each have specific requirements for eye protection. The safety gear requirements for each machine will be posted at each machine and must be complied with by the user of the machine.
5. Users must be familiar with the woodshop policies for safety, security and efficiency. In order to be authorized to use the woodshop, a copy of this policy must first be read and signed by each member and non-member.
6. The Sawdust extractor must be used when power tools are in operation.
7. All Safety guards must be in place and cannot be removed from tools, machines, or any other equipment in the woodshop.
8. If a user chooses to bring his or her own personal tools to work on a project, the user will be solely responsible for understanding and abiding by the proper operation of those tools, and does so at his or her own risk of loss or damage.
9. If a power tool is defective, this must be reported to an Approved Person immediately. The Approved Person must immediately tag the defective tool as being öout of orderö and have it removed from the woodshop. Once removed from the woodshop, the defective tool shall be given to the Shop Leader, who will be responsible for arranging to have the tool repaired or replaced.
10. Tools must never be left running unattended. The user must wait until the tool has been unplugged and all motion has stopped before leaving the tool. All power tools must be unplugged for servicing and adjustment.
11. All users of the woodshop will be required to consult the Ownersö Manual before operating the power tools and machinery.
12. The capacity of the Woodshop is 6 people. If more than 6 people wish to enter the woodshop, sign up sheets will be posted and members will

- be admitted to the woodshop on a first come, first serve basis according to the posted sheets.
13. The shop is equipped with a security camera and monitor that is placed and monitored at the front reception desk.
  14. All injuries must be reported to the staff immediately.
  15. The dress code must be respected while working in the shop. No neck ties, scarves, necklaces, rings or other jewelry, or loose clothing will be permitted.
  16. No food or drink is permitted in the woodshop.
  17. No oil-based or laquer-based stains, finishes, varnishes or paints of any type are permitted in the woodshop.
  18. Long hair has to be netted, pulled back or placed under a ball cap when operating equipment.
  19. **No one is to be disturbed** while operating the equipment.
  20. A failure to comply with these guidelines may result in the user being expelled from the woodshop, and his or her privileges to use the woodshop in the future may be revoked.
  21. No cellular telephones will be permitted in the workshop.

## **Storage**

Large personal projects **cannot be stored** in the woodshop or the Aurora Seniors Centre. A designated space will be made available to store smaller projects if possible. Please take your work home for safe keeping.

## **Closing the Shop**

The last person to leave the woodshop must be the Approved Person supervising the woodshop or a professional teacher conducting a course. The following requirements must be met before leaving the woodshop:

1. All equipment must be turned off.
2. The exterior door must be closed and locked.
3. All cupboards must be locked.
4. Lights must be turned off and the blinds must be closed.
5. The shop must be clean and left ready for the next group.

## **Efficiency and Respect for other Members**

Each person using the woodshop must:

1. Keep their work area clean, uncluttered and organized.
2. Clean and return all tools and equipment to their designated spaces, so that the next member can find them easily.
3. Not remove tools from the Aurora Seniors Centre premises.
4. Sign up and respect the time frames allocated in order to accommodate all users.
5. Leave the Woodshop in the same condition as it was found. Tidy up after having finished working and leave.
6. The Approved Person responsible for supervising the woodshop shall inspect the woodshop prior to locking up and leaving the woodshop at the end of the shift, and the Approved Person responsible for supervising the woodshop during the following shift shall inspect the woodshop prior to the commencement of the following shift.

### **User Fees**

Members coming during designated hours for personal use of the woodshop will be required to pay a user fee. Participants who have signed up for a course must pay the course fee at the time of registration.

The user fee will be the standard \$1.00 per day unless otherwise stated.

Supplying and purchasing materials must be authorized by the Woodshop Committee.

In addition to the user and/or course fee, all personal project materials are to be supplied and paid for by the individual. No commercial business can be conducted in connection with the use of the woodshop, and the sale of items produced in the woodshop is prohibited.

### **Donations of Tools/Equipment**

All donations of tools or equipment to the ASA or the Aurora Seniors Centre must be made directly to the Seniors Coordinator or Town Facility Staff and the Manager of Operations. Prior to being placed in the woodshop, the donated tools or equipment will be checked for any defects, and if any defects are found, the tools or equipment will be immediately returned to the donor. Once a donation of tools or equipment is accepted, those tools or equipment become the property of the Aurora Seniors Association.

## **Damages to the Equipment**

All damage to tools or equipment in the woodshop must be reported immediately to the Senior Coordinator and the Manager of Operations so that they can be assessed and repairs made if possible. The cost of repairs will be covered by the ASA.

*These guidelines and policies shall be reviewed after the woodshop has been operating for three months.*