



**WOODCRAFT  
GUILD · ACT**

## Shed Rules

These Rules are for your own protection, that of other members and the maintenance of tools and equipment. Tools and machinery are to be used only at the Shed.

- Wear your **membership card**.
- **Covered shoes** must be worn. **Avoid loose clothing** (ties, jewellery) and tie back long hair.
- **Dust** - Wood dust is dangerous so **always wear breathing protection**, preferably an industrial respirator. Dust extraction equipment including overhead air filters must be used.
- **Noise** - Always use hearing protection (plugs or earmuffs). This applies to the operator and others in the vicinity. Before starting a noisy machine, alert those nearby so that they too can take precaution.
- **Oily rags & steel wool** - soak in water or hang out flat to dry out before disposing of these items.
- **Use a machine** only if you are accredited to do so. Otherwise you must seek supervision by an accredited member. If in doubt, ask for assistance.
- **Tailing out** - The person at the sharp end of the saw or router must maintain control. The person at the other end (tailing out) should support the work without pulling or trying to guide it.
- **Sharpening** – Do not attempt to sharpen a tool if you have not been trained to do so. Find someone who knows how, and learn the skill. That way you will not ruin a stone or a tool.
- **Replacing tools** - Tools & other supplies (tape, screwdriver bits etc) should be carefully replaced in their correct location. If you did not take the tool out and do not know where it should go, ask. Do not place these small items in your pockets. If you break a tool such as a drill bit, report it.
- **Cleaning up** – Always clean up more mess than you made. Carefully wash up kitchen crockery and cutlery, dry it and put it away where it can be found.
- **Dust collection** - Check extractors and empty them before they overflow. Dust and shavings should be placed in the concrete enclosure opposite the stables. Vacuum cleaners must also be checked. Vacuum/extractor filters should be cleaned every time the tank is emptied.
- **Timber off cuts** - These must be kept separate from shavings and wood dust. There are two wheelie bins outside and a galvanised bin inside.
- **Manmade boards** - MDF, particle board and plywood off cuts must be disposed of separately in the wheelie bin marked for them.
- **Security** -- Shed Boss or SIG Coordinator must ensure that all doors are locked before leaving the Shed.
- **Access and Parking** - Observe the 20km/h speed limit in LYH. Do not park in front of the Lions Club storage shed or the stables as access may be required at any time.