

WOODCHIPS FOREMAN TRAINING

December 2008

The Woodchip's Instructor conducting foreman training will:

- Ensure each foreman is familiar with the Safety and Operational Procedures sections of the *SCA Woodchips Shop Manual*. Review and reiterate all safety requirements and stress the proper use of eye and hearing protection, unplugging the machine while changing blades, clothing requirements, etc. A discussion of the use of the Emergency Shut-off switches located around the shop is required.

- Ensure foremen understand their primary responsibility is the overall safety of the woodshop. Individual safety is the top priority, followed by machine and equipment safety. Do not allow the assisting of members to interfere with your primary duty of supervising those working in the shop, especially non-foremen.

- Understand that only a foreman can install the spindle on the Shaper and change cutters on the Domino Jointer.

The Qualified Shop Foreman on duty must:

1. Be the final authority on all activities in the shop.

2. Supervise the members, so that they follow the recommended safety rules, to avoid injury to themselves or others.

Examples:

*Safety glasses should be worn when operating power tools and machines.

*Jackets should not be worn.

*Fabric from sleeves and sweatshirts should be above the elbows.

Loose fabric can easily get caught in a moving blade.

*Gloves should not be used while using power machines.

3. Know and follow all recommended safety rules as outlined in the SCA Woodchips Shop Manual. Foremen should also be familiar with the general safety items in each cluster. Cluster training is mostly safety training, whereas specific tips and techniques on the use of the machine are advanced training. The member should ask for specific training on any machine he/she wants to gain more proficiency on.

4. Ensure all tools are operating correctly and safely.

5. Be familiar with the Operational Procedures section of the Shop Manual. This information can be found on line at www.scawoodchips.org

6. Assist in some advanced operations, such as:

- Setting up the dado head and cartridge on the Saw Stops.

- Changing and setting the band saw blade and belts on sanders.

- Installing the spindle on the shaper and the cutter on the Domino Jointer.

- Knowledge of available jigs. (Ex. Table saw sled)

7. Be familiar with the location of the Emergency Power Shut-Off Buttons and how to reengage them. Ensure machines are turned off before reactivating the switch.
 8. The foreman at his discretion, can take a machine out of service if it use has become unsafe for any reason. The machine will be unplugged, an Out of Service sign will be placed on the machine and it will be reported to maintenance.
 9. The foreman, at his discretion, may reject any material brought into the shop that may not be compatible for use on the equipment. Unapproved materials may include, but are not limited to, the following:

1- Salvaged wood	4- Plastic	Check suspicious wood
2- Root stock	5- Metal	for metal pieces with a
3- Chemically treated wood	6- Corian	metal detector
- If for any reason a foreman doubts that a member is using a tool correctly, the foreman will stop the operation to resolve the procedure.
 - If time permits, the foreman can offer suggestions, however, if a member requires assistance that will detract from the foreman's primary duties, the foreman should ask the member to seek specific training from an instructor.
 - If you feel a member would be receptive to your offer of help, if time allows, you might recommend a better way to accomplish their desired result by using a different machine or procedure. Keep in mind there is more than one way to accomplish the same task.

IN CASE OF AN ACCIDENT

1. **Call: 9-911** to report a serious injury, and provide first aid as outlined in the Shop Manual. [Be sure to use rubber gloves and indicate the location of the woodshop is in the- **INDEPENDENCE CENTER, BUILDING 2460 on Hampton Road.**
2. When the Paramedics arrive, retrieve the member's **EMERGENCY CONTACT FORM**, from the bottom drawer of the file cabinet and give it to them.
3. Secure the equipment involved.
4. Notify a club officer.
5. Complete an accident report.

The following are things a foreman should be sensitive to while observing a member operating a power machine. Members should use machines only after they have successfully completed cluster training on that machine.

THE BAND SAW

- Focus on the hand position and finger placement. Fingers should be tight and on the edges of the wood on most procedures.

- A member might keep their fingers too close to the blade making it impossible to “pull back” if their finger slip.

THE DRILL PRESS

- The bigger the drill and the type of the drill (ex. Spade bit, hole saw) the more resistance it has to the cut.
- Observe whether the work should be clamped to a jig or the table and not hand held.
- Check that the drill won’t drill into the table.

THE TABLE SAW

- Position yourself to observe the member if you are unfamiliar with their skill level.
- The stability of the workpiece against the rip fence is most important.
- In most cases the longest side is always placed against the fence.
- When ripping, the forward pushing pressure should be about 50% and the rest of the pushing pressure should be holding the wood against the fence.
- Be sure the member pushes the work completely past the moving blade.
- Observe whether a push stick is immediately available to the operator.
- Offer assistance if large boards are being cut, or if the operator requires the dado assembly. Ensure the sawdust fence is closed before re-installing the table insert around the blade.

THE JOINTER

- The fence is the surface that squares the edge of the wood to the surface of the wood. Therefore the wood surface should be pressed firmly against the fence throughout the jointing process.
- The minimum wood length is 12” because the jointer wants to kick the front end down and back end up. The operator does not have the mechanical advantage to hold the piece down with shorter pieces. (leverage)
- Understand the dangers of jointing a narrow piece of wood without push sticks.
- Surface jointing is an advanced procedure. This procedure is used for removing some types of warp from wood.

THE PLANER

- Used when wood is generally at rough width.
- A zero depth cut is set when the casting is ¼” above the surface of the wood.
- The planer should not be used for the removal of thick surface finishes.

THE MITER SAW & SLIDING MITER SAW

Be sure the operator understands these facts by observing them.

- When crosscutting a short a piece of wood, the same problem of having the wood kick into the blade because of little or no mechanical advantage can happen as on the Jointer. Keep hands 8” to 12” away based on manufactures recommendations.
- Watch for clumsy hand positions.
- On the Sliding Compound Miter saw the cut should be made by pushing toward the fence [always work against the cut].

THE WIDE BELT SANDER

- Set the machine up so the first pass barely touches your stock. Setting the sander up so that it removes too much stock can ruin a sanding belt.
- Ensure the operator stays within the machines operational parameters. Ensure they observe the load meter is below **50%** after the wood piece contacts the sanding belt rollers.
- Ensure long or heavy wood is supported if it extends beyond the in-feed/out-feed conveyer belt.

THE BRAD NAILER

- Be aware that nails can come out of the side of the board where the user may position their hands while trying to secure their work.
- Make sure old nails are removed from the nailer when changing to another size nail or staple.

THE VERTICAL BELT SANDER

- It is **extremely** dangerous for the operator **not** to have their work sitting flat on the table of the machine during the sanding process.
- The operator should **never lift the work off the table of the machine** as in rounding a corner while the work is in contact with the sanding belt.
- As with the Band saw, if the fingers are too close to the belt, the operator may not be able to "pull back" fast enough in some cases.

THE DOMINO JOINTER & BISCUIT JOINTER

- Layout lines are very important to use to make sure both cuts line up.
- The wood should be secured down firmly.

THE SHAPER

- Consider using the router table on smaller lighter cuts.
- Be sure to unlock the spindle before closing the door and starting the machine.
- If the powerfeed is to be used, ensure the operator is very familiar with it. If not, recommend additional training on this operation.

THE FESTOOL

- Discuss the use of the saw and setting up the rails prior to a cut, or recommend additional training on this tool.

THE ROUTER

- Ensure the operator is moving the router in the correct direction.
- Observe if the work is held securely.
- If the router table is being used: minimum length is 10" and feed is right to left.