

**WOODCHIPS, A SUN CITY ANTHEM CHARTERED CLUB**  
**MONITOR TRAINING**

The Instructor conducting monitor training will:

- Ensure each monitor is familiar with the Safety section of the *SCA Woodshop Handbook*. 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.
- Ensure each monitor has reviewed the "Monitor Duties" in the *SCA Woodshop Handbook*.
- Ensure all monitors understand their primary responsibility is the overall safety of the woodshop. Any task that interferes with that duty must be avoided. The monitor should be confident each task a member performs using a tool or machine in the woodshop is properly set up and accomplished. If there is any doubt, the monitor will stop the operation and inform the foreman.

Specific Instructions for Monitors

Monitors must:

- Ensure all members check in via the computer data base system prior to entering the shop. Monitors will only allow authorized SCA Woodchips' members past the monitor station and verify that each member's color-coded badge matches their intended machine usage. In addition, due to the unique characteristics of the wood lathe and wide belt sander, members who have passed Cluster training for these machines will only use them when there is a wood lathe or wide belt sander qualified foreman or instructor present in the wood shop.
- Understand that basic tool use for each Woodchips member is included in Cluster training. This training is required before any member is allowed to use a tool in that Cluster.
- Keep alert to any unsafe conditions that may be present or develop in the shop and take the appropriate corrective action, to include shutting down the affected machine and, if they themselves are properly qualified through cluster training, providing limited instruction in its proper use.
- Understand that in the event of a serious accident with injuries, the monitor will cease all woodworking activity and immediately notify the foreman. All machines can be shut off using the master air handler switch located behind the monitor's desk, and all persons not directly involved in the first aid action, or in the investigation, will be asked to leave the building. Prior to asking members to leave, the monitor will ensure all witnesses are identified.

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- Enforce the mandatory use of eye protection and promote the use of hearing, respiratory or dust mask protection.
  
- Require the scanning of all suspect materials with the metal detector prior to using a shop tool.
  
- Report maintenance requirements in the computer database or shop log.
  
- Upon observing a member engaged in an unsafe or improper use of equipment, remind that member of the safe use of the equipment, and ensure the member follows all club safety guidelines. Failure to comply with the monitor's instructions may result in the machine being shut down, or the member being asked to leave the shop, and that member's name being entered in the daily monitor log for referral to the safety committee for further action. As a last resort, if the member becomes unruly, consider notifying security personnel or, if necessary, the Henderson Police.
  
- Shut down any machine or equipment that has malfunctioned or has become unsafe for any reason. Stationary equipment should have the power source locked out of service and an Out of Service sign placed on the machine. Portable equipment shall be Red Tagged as out of service and placed in safe storage. A report shall be entered into the computer database and the shop log so the machine can be repaired as soon as possible.
  
- Not permit unapproved materials to be used on the machines. Unapproved materials consists of, but are not limited to, the following: Corian, marble, faux marble metals, Lucite, acrylics or other plastics, root stock, logs, drift/salvaged wood and chemically treated (Walmanised) lumber.
  
- Greet visitors and request they sign the visitors' log. Answer the telephone. This is a non-guest club for safety reasons, as approved by the SCA Property and Casualty Insurance Company. Only authorized members of the SCA Woodchips Woodworking Club will be allowed to use the shop facilities, or be permitted beyond the monitors' station.
  
- Understand the operation of the sawdust collection and high-pressure air systems.

When a monitor has completed training in a satisfactory manner, the instructor will forward their name to the Operations Committee training monitor for inclusion in the proper computer database, and to have the proper badge prepared to reflect "Monitor" status.

For any monitor requiring additional training, the instructor will identify the specific area requiring review and the extent of review required. The instructor will also pass the name of this member to the Operations

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Committee training monitor, who will ensure the member is assigned an instructor so any additional training is completed as soon as possible.

PROPER SAFETY PROCEDURES SHOULD BE STRESSED DURING ALL PHASES  
OF INSTRUCTION