

WOODCHIPS, A SUN CITY ANTHEM CHARTERED CLUB
FOREMAN TRAINING

The Woodchip's Instructor conducting foreman training will:

- Ensure each foreman 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 foreman has reviewed both the "Foreman" and "Monitor" duties in the *SCA Woodshop Handbook*.

- Ensure each foreman understands their primary responsibility is the overall safety of the woodshop. Any task that interferes with that duty must be avoided. The foreman should be confident that 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 foreman will stop the operation. If time permits, the foreman can offer suggestions, however, if a member requires assistance that will detract from the foreman's primary shop safety responsibilities, the foreman should ask the member to seek specific training from an instructor.

- Understand that Cluster training is required before any member is allowed to use a tool in that Cluster. Foreman training will concentrate on the following tools: table saw, planer, jointer, compound miter saw, scroll saw, band saw and drill press. General familiarization of all remaining tools and machines in the woodshop, with the exception of the wood lathe, will be included in foreman training, however, specific knowledge of those tools is not required for foreman certification.

Due to the unique characteristics of the wood lathe and the 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. The instructor or foreman's time will not be counted toward that month's allotment of shop time.

Specific Instruction for Foremen:

- Table Saw, Planer, Jointer and the Compound Miter Saw. Each foreman will practice proper blade change, set-up and adjustment techniques for the table and miter saw, planer and jointer, as well as proper dado blade set-up and use, fence adjustment and wood feed techniques. Only the maintenance committee will change and adjust the planer and jointer blades.

- Scroll Saw, Band Saw and Drill Press. Practice proper saw blade selection and set-up, including the proper tensions for the scroll and band saws. Accomplish a review of the various drill bits, including plug cutting, brad point, forstner, spade and countersink bits, along with their associated uses, drilling techniques and applicable drill speeds.

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- The instructor will discuss the operation of the sawdust collection and high-pressure air systems, as well as, the set-up and adjustment of the sanders, routers and other tools and machines found in the woodshop.

When a foreman has demonstrated proper knowledge of the table saw, planer, jointer, compound miter saw, scroll saw, band saw and drill press, and has a working knowledge of the remaining tools and machines in the shop, 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 "Foreman" status.

For any foreman 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 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**