

Red Rocks Community College
Fine Woodworking and Lutherie

Shop Rules

1. Safety glasses must be worn at all times when using power tools and ear protection is highly recommended. The use of stereo headphones is strictly prohibited while using power tools. Whenever using the woodturning lathes a face shield must be worn.
2. Respirators must be worn while using the spray booth. No matter how much or little is being sprayed (including rattle cans); **NO RESPIRATOR? NO SPRAYING-NO EXCEPTIONS!**
3. The use of drugs, alcohol or tobacco (including chewing tobacco) is strictly prohibited in the shop. Smoking is allowed in designated areas only.
4. Dust masks must be worn while sanding in any area in the shop.
5. No opened toed shoes allowed while working in any area of the shop.
6. No loose clothing and long hair must be pulled back while using power tools.
7. Students are not allowed to store chemicals of any kind in the shop overnight. Pack it in, pack it out. Chemicals left overnight will be removed at the owner's expense, no **exceptions.**
8. Overnight labels must be clearly attached to any and all materials left outside of a student storage cubby overnight and must have an approval signature from the student's instructor, TA or shop monitor. Any material left out overnight without an overnight label will be removed at the owner's expense. Students that leave chemicals in the shop can eventually lose all storage privileges.
9. Shop users are responsible for immediately cleaning up their work area and the tools when done. This must be done before another person uses the area. Brooms, hand brooms, shop vacuums and dustpans are provided. Failure to clean up after your work area can result in the loss of tool use privileges.
10. Do not use the air hoses for cleaning purposes.
11. Students are not allowed to work in the shop unless an instructor or shop monitor is present.
12. Students must consider their surroundings when working in the shop. Leave a 4 ft. distance between yourself and anyone who is using a power tool. Make sure that your procedures or techniques do not inhibit the safety of yourself or anyone else while working in the shop.

13. Students are not allowed to make mechanical adjustments of any kind to power tools other than required for the normal operational usage of the tool. If a power tool is not operating properly, or if a blade change is needed; students must request assistance from the instructor, shop monitor or shop staff.
14. Only new lumber may be used in the shop. All bark must be removed from wood and wood must be properly dry. Any recycled or found materials must be inspected by your instructor before being machined.
15. Nothing wet is to be placed on any of the tools. No Pop Cans, towels, food, etc.
16. No open flame in the wood shop.
17. All metal work, chainsaw work or extremely dusty techniques must be done outside.
18. Immediately report any and all accidents or incidents to your instructor or the shop monitor, no matter how small.
19. Report any damages of tools, benches or shop amenities to your instructor or the shop monitor **before** student use

If you are unsure of how to do something ask your instructor or the shop monitor. Students are responsible for any damages to equipment due to abuse or negligence on their part and will be liable for the cost of repair or replacement.

Students are expected to uphold the CCCS COMMON STUDENT CODE OF CONDUCT which is found on page 38 of the RRCC Student Handbook.

Student Name (Print) _____ Date _____

Student Signature _____ Date _____