

UNIVERSITY OF TENNESSEE
COLLEGE OF ARCHITECTURE + DESIGN

A&A WOODSHOP
USER & ACCESS POLICY

WOODSHOP SUPERVISOR • JEREMY HAMMOND • jhammo1@utk.edu

WOODSHOP REGULATIONS, SAFETY RULES AND TIPS

GENERAL

- The Woodshop is open during posted hours only, regularly check the UTK A&A woodshop webpage
- Woodshop access is limited to Faculty & staff on payroll and currently enrolled students within the School of Art and the College of Architecture and Design.
- Attendance and successful completion of a woodshop orientation must occur before use
- Sign in and out at register
- Never work in the woodshop alone
- Never work in the woodshop when tired or impaired (sick, alcohol, drugs)
- Report all incidents, no matter how small to the shop supervisor
- Shop use privileges may be revoked if these rules are not followed
- In the absence of the Supervisor, you must comply with the shop monitors' decision

CLOTHING

- No loose clothing, gloves, or jewelry that could get caught in moving machine parts
- No sandals or open toe shoes while in the woodshop, closed toed shoes only
- Always wear protective eyewear
- Wear dust mask if needed
- Long hair must be contained and out of the way
- Headphones/ear buds or any other personal speaker device is prohibited at all times while in the woodshop

MACHINE / TOOL USE

- Follow all safety guidelines for each piece of equipment
- Do not mill wood without Supervisor's permission
- If there is any doubt ~~do not~~ alcohol, 2 1 T f . 5 3 2 9

Access

All users 'MUST' be within the College of Architecture and Design or School of Art

Users must be either a current student (enrolled and completing classes) or a current faculty member (UT HR employment dates) within the CoAD or SoA.

Access to the woodshop and its equipment will only be possible AFTER successful completion of all required orientations.

Use by any other department or external users will not be accepted without written approval from the woodshop supervisor, only after completion of an orientation and use must be within all standing Woodshop & UT policies.

Class use of the woodshop will require the class professor to remain present at all times.

Orientations

Must be completed before use of any aspect of the A&A woodshop.

Will be completed by the woodshop supervisor.

Due the extensive capabilities of the woodshop, certain equipment may require additional specific train1(U..c)T003/TT21Tf.2240TD.0003c(train1(U..c)T003/TT21Tf.2240TD.0003c(tTc<0003/T(e)JJ21Tf.22

Incidents

Injury causing Incident

In the event of an injury causing incident, the following procedure must be followed.

Notify the woodshop staff immediately. Shop staff will follow required procedures
As soon as the situation is safe, an

Woodshop User Requirements

USER

Materials and Supplies

It is your responsibility to supply materials for the completion of projects. There will be limited materials available in the scrap material bins for use, but outside of these, you need to ask permission to use other materials. Remember if you didn't buy it or bring it in, then it is probably not for use. The use of recycled materials is only permissible after clearance by the woodshop supervisor, all other material must be 'new'. The only exception to this is material available from the scrap bins located in the woodshop. Materials that are not common to the woodshop (timber & timber products, acrylic, Plexiglas and rigid insulation