

# DEEP RIVER WOODWORKING ASSOCIATION

BOX 565 83 Ridge Road Deep River ONT K0J 1P0

## MEMBER'S MANUAL 2022-2023

### Organization

The Deep River Woodworking Club was formed in October 1946, and was incorporated as the Deep River Woodworking Association (DRWA) with the Province of Ontario on October 12, 1993.

The purpose of the DRWA is to provide tools, saws, lathes, etc. and working space for members interested in fine furniture, hobby woodcraft and home improvements. This purpose specifically excludes use of the shop for commercial work and anything more than minor use on behalf of others. **Any activity that does not meet this description needs prior approval of the Executive.**

The DRWA is a co-operative non-profit organization in which **members conduct all operations, maintenance and repairs.** The DRWA is a member of the Deep River Community Association and sends representatives to their major meetings. The Hill House facilities are leased from the Town of Deep River; property taxes, all utilities and services, building maintenance and upgrades are the Association's responsibility in lieu of rent.

An executive shall be elected by the members each year (usually the first Tuesday in October), at the Annual General Meeting. The Executive shall consist of a President, Vice-President, Secretary, Treasurer, Tool Steward, Membership Chairman, a Building committee Chair, and Members-at-Large. The Executive shall be responsible for the running of the DRWA. The business year shall extend from October 1 through to September 30th of the following year.

A fee structure and budget shall be presented at the Annual General Meeting.

- A membership renewal package including; DRWA Member's Manual, and Membership Form will be available at the AGM, or from the Membership Chairman **and also available on-line (draw.ca).**
- Sign-up a completed copy of the membership form along with payment to the DRWA can be submitted to the Membership Chairman at the Annual General Meeting or arrangements made to remit the renewal package to the Membership Chairman. **Most members must sign-up for one evening of annual clean-up duty.** Members with mobility or other disability issues are excused from this duty.
- Last year's FOB (electronic key) holders who have not rejoined within 1 month of the DRWA Annual General Meeting (normally held the first week in October) will have their FOB's (keys) disabled.
- Last year's FOB holders who have not rejoined by October 30 will be charged a late joining penalty of \$30.00.
- Last year's FOB holders who have not joined by October 30 may have their locker(s) and/or bin(s) reassigned to new members.
- New members will not be charged the \$30.00 penalty for joining after October 30.

- First time members who join after April 1 of any year will be charged half the annual membership fee.

Members must abide by DRWA policies, procedures and guidelines and are expected to work safely; payment of fees implies agreement and responsibility to do so. Upon payment of fees, members make a commitment that they will not hold, or attempt to hold, the DRWA, or its executive, or any member of its executive, responsible in any way whatsoever for any injury or accident or the consequence(s) of any injury or accident that they may incur in the workshop facility. Members also accept the principle that each member is responsible for his/her own safety when using any tool or equipment, or the DRWA facility itself. Membership is restricted to those who are older than 16 years.

Upon payment of fees, members accept the principle that the care of the facilities is entrusted to each member, and that every member is personally responsible for acting if he/she observes abuse of the facilities, by warning the erring individual, or by advising any Executive member. For clarification, abuse of the facilities includes smoking or drinking on the premises, or using tools in a way that will cause damage to the tool or danger to the user or others, or by conduct causing undue hardship or demands on others.

All formal communication with members will be via email. Members who do not provide a valid email address to the Membership Chairman agree that the DRWA has no other obligation to ensure that they receive information from the DRWA. The single exception to this Policy is that the announcement of the AGM will be published in the North Renfrew Times at least once and at least 6 days prior to the AGM. The DRWA will use the email addresses provided only for DRWA purposes and will not knowingly provide the addresses to any other organization or individuals. By providing their email address, members agree to accept email from DRWA in accordance with the appropriate legislation. A member may choose not to receive email at any time by replying to an email from DRWA with an opt-out message.

# **POLICIES, PROCEDURES AND GUIDELINES**

## **SECTION A: Every Member must:**

1. Follow emergency procedures by leaving the building on a fire alarm, ensuring that all others have done so and informing the fire crew on their arrival. Similarly, on an accident alarm, members must assist the injured person in receiving first aid.
2. Participate in a small number of housekeeping and maintenance activities each year. The Executive will designate 1 or more times during the year when members are asked to volunteer their time for designated activities. It is expected that those members who are the heaviest users of the DRWA space and tools will also be those members who contribute the most time and effort into the maintenance, repair and renovation of the DRWA building and the tools throughout the year. See Section E regarding failure to comply with this guideline.
3. Turn off lights and lock the doors when leaving the workshop.
4. Clean up work areas after working. This includes the use of brooms, portable dust collectors or hoses connected to the central dust collection in order to remove dust and shavings not captured by the fixed collection devices.
5. Load sawdust and dust fines into garbage containers provided.
6. Once filled, move dust and shavings containers into the Storage Wing garbage shed and replace with empty containers.
7. Be safety conscious; use push sticks, safety equipment, eye protection etc. and be aware of people working around them.
8. Before using the jointer, the planer or the drum sander (tools that generate a lot of chips/dust) check the fill level of the dust barrel under the main cyclone separator before each use of the central vacuum system. If the barrel is more than 2/3 full, change the barrel for an empty one. And check the state of the barrel once the job is completed and change the barrel if needed.
9. Use the dust collection system on machines, benches and floor sweeps. Blast gates must be opened before starting machinery, and closed after use. The vacuum system should not be turned on/off for less than 30 seconds (to protect the vacuum motor).
10. Report ALL equipment damage, or unserviceableness to the Tool Steward or other Executive immediately unless a note on the suspect item identifies that it has already been reported.
11. Self-report, and pay for, any misuse (either deliberate or reasonably foreseeable) of equipment that results in damage to the equipment beyond ordinary wear and tear. A list of those items most commonly damaged (e.g. planer blades, saw blades, drum sander paper, etc.) and their

replacement cost is attached to this Manual. Payment to be made to the Treasurer.

12. The DRWA buys, sharpens, replaces (etc.) the following consumable parts for the major tools: i) circular saw blades for the table saws, radial arm saw, panel saw and mitre saw, ii) sanding belts and disks for the drum sander, combination sander and oscillating sander, iii) knives for the planer and jointer, iv) mortising chisels and bits for the 1” mortiser, and v) bandsaw blades for the band saws. This is predicated on the normal use of these consumables on **new, clean wood**. Any member who **chooses** to run suspect wood (old, used, dirty,...) through any of these machines does so at their own risk as any and all: [ a) excessive wear of the consumables, b) breakage or damage to the consumable (e.g. chipping the planer blades), or c) damage to the tool itself ] will be at the member’s expense (see Table at the end of the Manual for typical consumable costs). Members are expected to self-report all incidents. All members are asked to report any such abuse that they observe to any member of the Executive.
13. MDF (and other high density sawdust based goods), due to its high glue content, is very hard on certain consumables. MDF shall not be run through the DRWA planer or jointer. MDF shall not be run through the drum sander unless the member agrees to pay for a new refit of sanding paper (or uses their own paper). MDF may be run through any of the carbide circular saw blade tools. If a large amount is to be run, the member shall pay for resharpening or using their own blade.
14. Place a **reasonable** time and date on items that are glued and clamped to indicate when the clamps and workpiece can be removed (6 hours is usually adequate).
15. Label all projects including projects stored in the project Storage Room (on the left side between the shop and storage bin area). Labels must include owner’s name, contact information, and date the item was stored. Labels are provided by the DRWA.  
Label all materials not stored in personal storage bin(s) with the member’s name.

## **SECTION B. Members must not:**

1. **Smoke or drink alcoholic beverages** in the workshop facilities - **both are strictly forbidden**.
2. Use any volatile liquids (paint, varnish, epoxy resin, etc). All forms of wood glue are acceptable. An exception is made for machine maintenance and repair and building maintenance and repair.
3. Borrow or take any tool out of the workshop facility or leave their personal blade in the saws when leaving the workshop facility.
4. Run old (used) lumber or particle board through the saws or fail to use their personal blade with new particle-board or questionable lumber, or run old (used) lumber or particle-board through the planer or jointer.
5. Block Fire Emergency Routes (indicated by yellow lines) or misuse fire control equipment.
6. Store wood in the workshop or project storage room (use your storage bin, the communal Plywood Rack, or the communal long board storage rack).

7. Use a tool or piece of equipment for more than **20 minutes** if others are waiting.
8. Allow unescorted non-members access to the DRWA.
9. Use a tool or any piece of equipment unless they are familiar with its operation. Seek help or advice from informed members.
10. Let non-members use power tools.

### **SECTION C. Communal Work and Storage Areas**

The DRWA has a number of communal work and storage areas. These are:

- The top of the work benches and other tables in the main tool area
- Under the work benches in the main tool area
- The 'Project Room' being the room immediately before entering the wood storage wing
- The plywood racks in the wood storage wing
- The Long Board storage rack in the wood storage wing

The top of the work benches are to be used only for very short-term storage of **active** projects and project materials.

The space under the work benches can be used for **active** projects but with a somewhat longer time frame (e.g. storage of materials being used in an active project). This space is not to be used for long term storage of materials or partially completed projects.

The Project Room is to be used for **current** projects (i.e. work that may be carried out over a couple of months). Materials and partial projects should be kept identified and segregated. The DRWA may provide carts for storing and moving the materials back and forth from the main tool area.

The plywood rack may be used for long term storage of sheet goods but members must not make **excessive** use of either the time or the fraction of space used.

The Long Board storage racks may be used for long term storage of boards too long to fit in the member's wood bin but members must not make **excessive** use of either the time or the fraction of space used.

**NOTE:** The setting of fixed limits on either time or volume of material in any of these communal work and storage areas is not practical and has, in the past, been largely ignored. Any member of the Executive reserves the right to approach any DRWA member who, in the opinion of that Executive, is abusing these privileges.

If the matter cannot be resolved, the member has the right to meet with the full Executive as per Section E.

### **SECTION D. Members may:**

1. Leave projects in the working area as long as the project is active. Otherwise projects should be moved to the project Storage Room (on the left side between the shop and the storage bin area). Projects and materials in common areas (working area or storage room) should be clearly labelled with name.

2. Work on large project(s) that require a working area greater than 1 meter by 3 meters, if permission is granted beforehand by the Executive (at an executive meeting or by consensus). These projects must include a label indicating name, date and signature of the president or authorized executive member.
3. Be assisted by one non-member. **Such non-member must not use DRWA power tools.** Members are responsible for the safety and actions of such a non-member assistant, who agrees to the same conditions as members, that is: that they will not hold or attempt to hold the DRWA, or its executive, or any member of its executive, responsible in any way whatsoever for any injury or accident or the consequence of any injury or accident that they may incur in the workshop facility.
4. Bring children (16 years of age or less) into the workshop area, provided that such children are supervised, and are kept clear of machinery. Children are subject to the same liability condition as described for a non-member assistant, except that responsibility for their safety resides with the member that brings them into the workshop.

**SECTION E.           The Executive may:**

1. **Demand compensation and / or cancel a membership** if the member abuses tools, does not abide by policies or guidelines or does not act in a manner consistent with the intent of the DRWA: to provide facilities for all to pursue their personal enjoyment of woodworking.
2. Remove and take ownership of unidentified or improperly stored lumber or projects. Such material may be disposed of or used for DRWA purposes.
3. Approve entry into the workshop area by community groups such as Boy Scouts or Girl Guides under special arrangement. Application for such arrangements must be requested from the Executive.

# Deep River Woodworking Association

## Replacement Costs for Equipment

If any Member misuses (either knowingly or unknowingly) any DRWA equipment and as a result of that misuse the equipment is damaged, the member is responsible for repair/replacement costs. Members are not required to pay for normal wear and tear or damage that could not be reasonably foreseen.

The following is a list of items most frequently damaged or broken through misuse and their replacement cost:

- Planer and Jointer cutters \$5/damaged edge
- Bandsaw Blades
  - 1" \$50
  - 3/4" \$40
  - 1/2" \$20
  - 1/4" \$20
- Drum Sander
  - Paper \$5
  - Underlying Velcro \$80
- Carbide Tooth Saw blades (mitre saw, radial arm saw, table saws)
  - Sharpen \$15
  - Replace \$60