

STUDENT HANDBOOK





Welcome to the Vintage Woodshop!

We want everyone's experiences to be rewarding and fulfilling at our school, we all come to class bringing different cultures and experiences upon which we draw and from which we grow. We want everyone who comes to the Vintage Woodshop to feel comfortable and at ease in our creative learning environment.

Please observe the regulations and standards provided to you in this Handbook. This is to ensure proper channels will be exercised should problems arise.

All of us at Vintage Woodshop are dedicated to providing you with quality training and a secure learning environment.

On behalf of the School, our Instructors, and our Partners I hope your experience is pleasant and your experience is memorable as you develop new and exciting skills!

Matthew Smith
Owner of Vintage Woodshop



GENERAL GUIDELINES

1. Pets: Each person's attention must be upon the work at hand, we are moving heavy things and using sharp tools; as such, pets are not permitted to be brought on site, either tied up close by or wandering on their own.
2. Personal problems, conflicts and complaints should be directed to the Course Instructor, with discretion, and not be aired during class. (Please refer to the Dispute Resolution Procedure.)
3. Students are expected to exercise acceptable social and interpersonal skills while in the school, to show consideration for their fellow students and to maintain a non-threatening environment.
 - Derogatory language, or discrimination is not permitted.
 - Violence/ intimidation directed towards students, staff, or our hosts is not permitted and is grounds for dismissal.
4. No alcoholic beverages, illegal drugs, or cannabis products are to be consumed before or during a course. If a participant appears to be under the influence of drugs or alcohol they will be required to leave for the day.
5. Smoking and vaping are not permitted in any buildings or in our designated outdoor work area. People who smoke are responsible for keeping the grounds clean and will not leave cigarette butts on the ground.
6. If you want to bring a visitor to the course, you must inform the instructor before they arrive.



SAFETY

Personal Safety

1. Stay Alert: Maintain focus and attention at all times when working. Watch what you are doing and use common sense when operating a power tool. Pay attention to other people in the workspace. Do not use a power tool when you are tired or under the influence of drugs, alcohol or medication.
2. Dress Properly: Do not wear loose clothes or jewelry. Contain long hair. Keep your hair, clothing and gloves away from moving parts.
3. Avoid Accidental Starting: Be sure switch is off before plugging in tools, do not transport tools with switch/trigger depressed.
4. Maintain Tools: Ensure blade(s) and cutters are clean, sharp, and firmly in place. Power cords should be kept free of nicks in the protective sheath and cord ends in good condition. Only use tools with which you are familiar and have received training in the safe use of.
5. Loose Accessories: Remove adjusting keys, wrenches or switches before turning on the tool. Any accessory which is not firmly attached to a tool should be properly stored.
6. Do Not Over Reach: Keep proper footing and balance at all times. A stable stance allows for better control of the tools.
7. Use Safety Equipment: Wear safety glasses or a shield, hearing protection, dust mask/respirator, well fitted shoes with good traction and steel toes, and hard hat dependent on the task at hand.
8. Use of tools before or after class hours or during breaks is not permitted. Accidents that happen when alone can easily escalate.
9. Cleanliness: Good housekeeping is mandatory; keeping a tidy workspace makes for efficient and safe work. Wood shavings, sawdust, and scraps need to be kept under control and cleaned up regularly.
10. Participants will return tools to proper storage locations when not in use. Students are responsible for reporting any damage or defects to tools and equipment so that appropriate repairs can be made.



Tool Use And Care

1. **Secure Your Work:** Use clamps or other practical ways to secure and support the work piece to a stable platform. Do not hold work in place using your hands or the side of your body.
2. **Do Not Force Tools:** Use the correct tool for your application. The correct tool will do the job better and safer at the rate it is designed.
3. **Check Switches / Triggers:** Do not use a tool if the switch does not turn on or off. Any tool that can not be controlled with the switch is dangerous and needs to be repaired.
4. **Disconnect Power:** Disconnect the plug from the power source before making adjustments, changing accessories, changing blades or storing the tool.
5. **Maintain Tools:** Keep cutting tools sharp and clean. Clean and sharp tools are less likely to bind, are easier to control, and leave a better finished surface.
6. **Check for misalignment or binding of moving parts, breakage of parts, and any other condition that may affect the tools operation.** If damaged, have tool serviced before using again. Keep accessories such as riving knives and blade guards in place.

EMERGENCIES

1. In any emergency situation (Fire, Storm, etc.), shut off all machinery. Gather at the exit of our workspace and ensure everyone is accounted for.
2. Familiarize yourselves with the location of Fire Extinguishers and First Aid Kits.
3. All injuries must be reported to the instructor.
4. All incidents, accidents, or safety issues that occur will be recorded and kept on file for future reference.



PROCEDURES

Admission

Vintage Woodshop will enroll all students who file a complete registration form and submit the registration/course fee. All students must be 18 years of age or older, and in good physical health.

Dismissal

We believe that learning can only take place in a secure and respectful environment. Every effort is made to ensure that students working together are compatible and do not interfere with the other student's ability to learn. If however, a student becomes disruptive or abusive, during class sessions or at any time tools are in use, we reserve the right to take disciplinary action. If the disruptive behavior persists the student may be asked to leave in order to protect himself, the other students and the order of the school. Dismissal will be at the discretion of the Instructor. Refer to Dispute Resolution Policy.

Dispute Resolution

In the event of a dispute between the Student(s) and the Instructor, every effort will be made to resolve the dispute informally, between Instructor and Student. If this does not produce a result that is satisfactory, the Student shall voice their concerns in writing, and submit to Vintage Woodshop. If this does not produce a satisfactory result the following mediation procedure may be followed:

The staff and student(s) involved will each freely choose a person. These two will choose a third person. These three will make a decision that will be respected by all parties. All mediators will be unpaid and willing volunteers. In no case will Vintage Woodshop be liable for more damages than if the complainant withdrew or was dismissed from the school on the date that the dispute first came to the attention of the instructor. Physical injury or property damage in excess of one thousand dollars is not covered in this dispute resolution policy procedure.