

**SMFA Woodshop Studio Policies**  
**Rooms A205 and A205A**  
Studio Manager [Jay.Kaplan@tufts.edu](mailto:Jay.Kaplan@tufts.edu)

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## **SMFA Woodshop Studio Policies**

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## **Overview**

The SMFA Woodshop Studio exists to support all areas of the school. Once the basics of cutting and joining are learned, the applications are limitless. Examples of projects made in this studio are sculptural carvings, furniture, pedestals, frames and canvas stretchers. As long as tools and machines are used safely, you can build objects that range from simple plywood constructions to objects that utilize exotic woods and intricate joinery.

## **High Hazard Studio**

The woodshop is categorized as a High Hazard Studio, meaning there are tools or processes that can pose an immediate threat to life if used improperly. Therefore, the woodshop must always be supervised by a Tufts Employee (faculty member, Studio Manager, or student safety monitor) when the studio is available to users.

## **Access**

The woodshop is generally open from 9AM until 10PM.

All SMFA students, faculty, and staff who plan on using the woodshop independently, outside of class time, must meet at least one of the required certification levels outlined in this guide.

When a class is scheduled to use the woodshop, students not enrolled in the course may not work in the studio. The schedule for classes is located on the door to the woodshop.

Only trained Student Safety Monitors, faculty, and the Studio Manager have card swipe access to the woodshop. The studio can only be open when one of these is present.

## **Certification**

The certification process focuses primarily on the safe and proper use of tools and equipment located within the woodshop. Certification can be gained either in a class, where a faculty member provides training, or by signing up for training sessions offered by the Studio Manager.

Certification sessions are limited to four studio users at a time and take 2-2.5 hours to complete. There are three separate training sessions that enable users to engage with the woodshop in varying degrees.

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Certification Levels must be taken in order. They define the specific tools and equipment available for use upon completion of each training session.

[Certification Level 1: Bench Tools \(hand tools\)](#)

[Certification Level 2: Stationary Equipment \(machines\)](#)

[Certification Level 3: Advanced Woodworking](#)

Once users have completed the certification requirements for the woodshop at 230 Fenway, they also have access to the Mission Hill Fabrication Studio. Users retain access to both spaces for the remainder of their time at SMFA. In some cases, the Studio Manager may recommend refresher training if users appear to require more guidance.

Certification sessions are limited in the scope of their training to safety and basic tool function. To learn additional building and woodworking techniques, it is advised to enroll in classes that teach woodworking methods.

## **User Responsibilities and Conduct**

- Users must review and abide by all policies in this guide.
- Users must follow all policies, procedures, and practices presented by faculty and Studio Managers during training sessions and listed on signage.
- Users must engage in safe work practices. Faculty, Studio Managers, and Safety Monitors will halt any work or behavior deemed hazardous or unsafe.
- Users may not use unapproved equipment, materials, or processes brought into the woodshop
- Users should not operate equipment they have not been trained to use and are strongly encouraged to ask questions on any operation regardless of skill level.
- Users must treat studio resources with care and respect.
- The woodshop is a shared facility. Users must respect the work and needs of other studio users.
- Users may be held financially responsible for loss of equipment due to negligence or damage due to improper use.

## **Woodshop Safety**

### **Arrival at The Woodshop**

When arriving at the woodshop, connect with the monitor or Studio Manager to let them know what equipment you will be using.

### **Alertness**

Work only when you are mentally alert and can focus on the task at hand. Do not use tools when you are tired, tense, upset, hungry, or in a hurry.

Do not come into the shop under the influence of any drugs or alcohol, including prescription medications that warn against driving or using machinery.

When working for long periods of time or on repetitive tasks remember to take breaks.

### **Shop Attire**

Do not wear any loose items that could be entangled in a machine. That includes, loose clothing, dangling jewelry, hoodie strings, long flowing sleeves, neck ties, capes, unbuttoned shirts.

Long hair must be tied back or put up under a covering.

Wear closed toe shoes preferably rubber-soled with good traction. Do not wear flip-flops or sandals.

Gloves should only be worn when moving material, not when operating machines

### **PPE (Personal Protective Equipment)**

Eye protection is mandatory while working with or in the vicinity of any power equipment. Safety glasses, goggles, or face shields are available to borrow while working in the woodshop. Please return all eye protection before leaving.

Hearing protection is strongly recommended while working in the woodshop. Earplugs and earmuffs are available. Audio playing on the shop radio should be limited to a volume that allows people to communicate easily. Headphones and earbuds are not permitted in the woodshop.

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Dust masks are available and recommended when cutting or sanding. There is a dust collection system attached to most machinery in the woodshop however, a certain amount of particulate matter that escapes collection is inevitable. Protect your lungs by wearing a dust mask.

### **Eating and Drinking**

Eating and drinking other than water bottles are prohibited in the woodshop. Food can become easily contaminated and drinks can spill and damage tools.

### **Environmental Safety**

Straighten up the work area and floor before starting a task. Check around the machine or work bench for debris or obstacles that may pose a hazard. Maintain a safe and orderly area as much as possible while you work.

Always use the dust collection system when applicable. Open the blast gate while using the machine and close the blast gate when finished to ensure better suction to the rest of the shop.

When using hand tools never push the cutter towards any part of your or anyone else's body.

Do not interrupt or create distractions for users operating machines unless there is an immediate danger. Wait until the task is finished and the machine has been turned off.

If a machine or power tool malfunctions or breaks while working, turn off the machine and unplug it. Notify a manager or monitor immediately.

Finishing is limited to non-toxic washes, waxes and rub on oils. Finishes must be either provided by the studio or confirmed with the studio manager prior to use. Rags used in the application of finishes must be disposed of in the fireproof can located in the woodshop.

A "clean-as-you-go" workflow is required as you finish with a tool or machine. Leave at least twenty minutes to clean up the woodshop. It's your responsibility Return tools to their designated areas and sweep or vacuum up any dust and small scraps. Workspaces and the shop in general should be left the way you would want to find it upon arrival.

### **SDS (Safety Data Sheets)**

Safety Data Sheets are located in a yellow binder directly outside the Studio Manager's office.

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### **First Aid and Eyewash Station**

First aid kits are located in the woodshop next to the eyewash station and on the Studio Manager's desk

## **Emergency Procedure and Contact Info**

In the case of an emergency, notify the Studio Manager or Safety Monitor on duty immediately. The number to call is the TUPD emergency number: 617 627 6911. They will dispatch a police officer to your location. The police officer will assess the injury, provide first aid, and call for medical assistance if necessary.

## **Materials**

Wood used in the woodshop must be clean, dry, free of nails or screws, and in a condition appropriate to the operation to be performed.

Salvaged material must be inspected and approved by the manager before use in the shop.

Non-wood materials may only be used with manager approval. Materials such as acrylic require specific blades and bits to cut and drill.

The woodshop provides complementary consumables such as screws, nails, glue, and scrap wood. Users should not waste studio consumables. They should be used for their intended purpose, not as an artistic medium.

Some stock and sheet material are available for purchase through the woodshop. Ask a manager or monitor what's available and how to make purchases. For materials not carried at the woodshop, a list of lumber yards is posted in the shop. Make sure to ask for pricing and delivery charges when calling.

Materials purchased through the woodshop may be left for up to 48 hours after purchase, but should be processed, moved, and stored elsewhere after that time.

## **User Storage in the Woodshop**

Storage is limited to students enrolled in classes meeting in the wood shop, only for their directed class assignments, and only while those assignments are in progress.

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Users authorized to store projects must only utilize the designated storage areas. All items must be clearly labeled with the user's name and contact information. Once users have completed a project, they are expected to remove it from studio storage.

Studio managers may have to move stored items without notice and are not responsible for the loss or damage of personal property. Studio managers clear out storage areas after the end of review boards each semester. Items left unclaimed will be destroyed and discarded.

## **Studio Hours and Calendar Access**

The woodshop is generally open weekdays 8:30am-10pm and weekends 10am-10pm (subject to safety monitor availability). With no after hour access. The woodshop remains locked except when a safety monitor or studio manager is present.

Studios open to all authorized students on the first day of classes and close on the last day of review boards. Access to the woodshop may be limited by student monitor availability, especially during the first two weeks and last two weeks of the semester.

The woodshop remains open regular hours on the following university holidays:

Indigenous Peoples' Day

Veterans' Day

Presidents' Day

Patriots' Day

The woodshop is closed the Wednesday before Thanksgiving and reopens the following Saturday

During Spring Break the woodshop is open only by appointment with the studio manager. Studio access may be limited by studio maintenance priorities and staff availability.

When the building is shut down due to inclement weather, the woodshop is closed

## **Technical Consultation**

Users may contact the Studio Manager via email to schedule a project-specific technical consultation. The Studio Manager will discuss the user's project objectives, offer advice on technical planning and execution, and direct the user to relevant studio resources. If the user's

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objectives appear to exceed their technical ability within the allotted timeline, adjustments may be recommended to project goals.

Any studio user may request a technical consultation. Users should plan ahead and seek technical consultations in the early stages of their projects to help the Studio Manager provide the best support possible.

Studio Manager's hours are generally 9-5:00 Monday-Friday

The Studio Manager's office is located to the rear of room A205A

## **Specific Tools and Techniques Covered in Certifications**

### **Certification Level 1 (bench tools)**

#### **Introduction to the woodshop – basic methods**

Studio Tour

Shop safety and PPE

Wood Overview (Stock/Lumber/timber,D4S Dimensional four sides, Plywood, mdf,)

Tape Measure

Combo/Speed Square

Clamps

Jig Saw

Wood Glue

Nail Gun / Brad Nailer / Pin Nailer / Staple Gun

Cordless Drill and Driver

Screws

Sanding (Palm/hand/orbital Sander)

Foredom Flex Shaft Grinder / Dremel

Kreg Wood Joining System (pocket holes)

Shop Vac

### **Certification Level 2 (Stationary Equipment – Machines)**

Dust Collection Overview

Track Saw (circular saw)

Table Saw (rip cuts / cross cuts)

Sliding Compound Miter Saw (chop saw)

Band Saw (Large for re-sawing)

Band Saw (Thin blade for cutting curves)

Stationary Belt/Disc Sander

Spindle Sander

Panel Saw



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Drill Press (drill bits: brad point, forstner, paddle/spade, hole saw)

**Certification Level 3 (Advanced Woodworking)**

Jointer

Planer

Router Table

Router

Laminate Trimmer

Domino Joiner