

SMFA FENWAY WOODSHOP

POLICIES AND PROCEDURES

**STUDIO MANAGER: JAY KAPLAN
JAY.KAPLAN@TUFTS.EDU**

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.

Contents

STUDIO ACCESS	3
CERTIFICATION	3
STUDIO STAFF	4
STUDIO ETIQUETTE	5
SAFETY AND EMERGENCY PROCEDURES	6
ALERTNESS	6
SHOP ATTIRE	7
PPE (PERSONAL PROTECTIVE EQUIPMENT)	7
SDS (SAFETY DATA SHEETS)	7
FIRST AID AND EYEWASH STATION	7
IN CASE OF EMERGENCY	8
MATERIALS	8
ARTWORK STORAGE	9
TECHNICAL CONSULTATION	9
CERTIFICATION LEVELS	9
CERTIFICATION LEVEL 1 (BENCH TOOLS)	9
CERTIFICATION LEVEL 2 (STATIONARY EQUIPMENT – MACHINES)	10
CERTIFICATION LEVEL 3 (ADVANCED WOODWORKING)	10

STUDIO ACCESS

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.

Studio hours are **9am to 10pm** unless otherwise stated on posted schedules.

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.

You must be appropriately attired to use the studio. See [Shop Attire](#) section for guidelines.

Violating studio policies can result in the loss of access to the studio. See [SMFA Studio Policy Violation Guidelines](#) for more information.

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.

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.

STUDIO STAFF

Trained Safety Monitors supervise the studio when the Studio Manager isn't present or when classes aren't running.

- Monitors are primarily responsible for keeping everyone safe, although they also take care to keep the studio clean and well-stocked.
- Let a monitor know if any supplies are running low, if you walked in to see a mess in a specific area, etc.
- Monitors can usually help you with finding things around the studio. You can ask for help with a technical issue, but they may not know the answer. Monitors are not obligated nor allowed to train students on entire processes; please see the Studio Manager for training. If you're really struggling with something, a monitor may be able to reach out to the Studio Manager for further assistance.
- While monitors perform some cleaning tasks, they are not paid to clean up after you.

STUDIO ETIQUETTE

The artmaking studios at SMFA are communal spaces that are used by many people throughout the day. Each user is responsible for adhering to community standards. This includes:

- Cleaning up after yourself.
- Being respectful of other users' space and artwork.
- Being respectful of equipment and shared resources.
- Not removing non-stationary equipment or non-circulating equipment
- Avoiding excessive and/or wasteful use of the materials provided in the studio
- Reporting issues to the Studio Manager, faculty, or studio staff in a timely manner.
- Adhering to the Tufts [Code of Conduct](#).

Users must follow all policies, procedures, and practices presented by faculty and Studio Managers during training sessions and listed on signage.

It is your responsibility to leave the Woodshop as clean or cleaner than you found it. **Plan to allot 20 minutes for clean-up at the end of your studio time.**

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 may be held financially responsible for loss of equipment due to negligence or damage due to improper use.

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

SAFETY AND EMERGENCY PROCEDURES

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 the Studio Manager or Safety 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.

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.

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.

SDS (SAFETY DATA SHEETS)

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

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.

IN CASE OF EMERGENCY

In case of injury: the Studio Manager cannot provide first aid, but immediately alert Studio Manager or Safety Monitor who will contact TUPD. If it's more than a small cut, the Studio Manager or Safety Monitor must fill out an Incident Report. If it's a serious emergency, call TUPD immediately **617.627.6911**. Do not wait for Studio Manager or faculty, just call!

In case of fire, alert the supervisor and move to safety. On the SMFA campus, we report fires directly to 911 before calling TUPD.

Note: You are NOT obligated to fight fires of any size. If you have any doubt, do not attempt to fight the fire.

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.

ARTWORK STORAGE

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

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 a user has completed a project, they are expected to remove it from studio storage.

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

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 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.

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

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

CERTIFICATION LEVELS

CERTIFICATION LEVEL 1 (BENCH TOOLS)

Introduction to the woodshop – basic methods
Studio Tour

SMFA Woodshop Studio Policies

Rooms A205 and A205A

Studio Manager Jay.Kaplan@tufts.edu

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

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

SMFA STUDIO POLICY VIOLATION GUIDELINES

This document outlines the actions which the Studio Team may take in order to keep studio users accountable for not adhering to Studio policies.

TYPES OF STUDIO POLICY VIOLATIONS

The following types of actions either violate the Tufts Student Code of Conduct or create inequity or hazardous conditions in the studios. Definitions marked by * are from the Tufts Student Code of Conduct.

- **Cleanup issues:** Disregarding established cleanup procedures, which are shared by studio managers and/or faculty and may be posted in the studios
- **Misuse of equipment:** Using equipment in a way that is potentially harmful to the studio user or is likely to cause damage to the equipment
- **Misuse of consumables:** Using studio consumables excessively or not for their intended purpose
- **Property Damage and Vandalism*:** Unauthorized conduct that is reasonably likely to or does cause damage, destruction, or vandalism of Tufts property
- **Safety violations:** Disregarding posted signage or instructions from studio managers or faculty or participating in reckless behavior that endangers the studio user or other studio users
- **Theft and Possession of Stolen Property*:** Unauthorized taking of property or possession of property that a studio user knows or reasonable should know was obtained through theft
- **Unauthorized access/entry*:** Entering an access-restricted area by circumventing established security procedures (e.g., using another person's credentials, tailgating authorized individuals into a restricted area)
- **Unauthorized removal of equipment from studios:** Taking equipment from one studio to another, or to private studios, without permission from the studio manager.
- **Violation of other studio policies as stated in the studio-specific policy documents**

ACCOUNTABILITY ACTIONS

The following steps will be taken when studio users violate studio policies in any of the ways listed above.

1. **First violation:** A reminder letter will be sent to the studio user via email, and relevant faculty may be included in the email. The Studio Team may require studio user to be re-trained, correct the situation, or take financial responsibility, depending on the circumstances.
2. **Second violation:** A notice of warning will be sent to the studio user via email, which the studio user can choose to accept or contest through the Student Conduct Resolution Procedure, facilitated by Student Life.
3. **Any additional violation:** Studio users will receive formal notification of the initiation of the Student Conduct Resolution Procedure. This process may result in formal sanctions above a warning and could include restrictions on studio use and access.