

## Floor Monitor Duties

- Safety is the **FIRST PRIORITY**: rules are to be monitored and adhered to.
- Must wear safety glasses
- Watch for:
  - Proper eye protection (safety glasses with side shields).
  - Safety violations.
  - Equipment abuse.
  - Members cutting unauthorized material (refer to list on wall).
- Members are not to wear:
  - Long sleeves.
  - Open toe shoes or sandals in the shop.
- All members are responsible for their own safety and cleaning up their own mess; you may need to remind them.
- In case of **FIRE** or **INJURY call 911** immediately:
  - If member is injured, keep them on the floor: **DO NOT PUT THEM ON A TABLE.**
  - Do not transport any injured person.
  - AED (Heart Defibrillator) is located in center concourse of the Kuentz Center by the restrooms and pop machine.
  - First Aid & CPR kits are by the sinks in both shop areas.
  - If blood is present or you are working on an injured person, put on the rubber gloves ***for your protection.***
  - If there is a fire, evacuate the wood shop.
- Offer assistance when asked or if you see a need.
- Do not work on personal projects.
- Stay in the machinery area.
- Write up any equipment that is in need of attention.
- Check and make sure that:
  - Band saw arms in the lowered position.
  - Sanding belts are clean
  - Lathe spindles are not in the locked position.
  - Lathe operators must wear face shields when machine is running.
  - Wood lathes are not to be running left unattended
- Splitters on the table saws are there as a safety device. It is highly recommended that members use them.
- The shop does not repair chairs or ladders because of the legal liability.
- Check air pressure gauge by the sanding area occasionally; tell shop manager if there is no pressure.
- Clean up starts 30 minutes before the end of a shift:
  - Dump waste baskets.
  - Clean under table saws.
  - Sweep floors.