

# Orientation and Training

## The Red Bench Women's Workshop Corporation



In order to use any equipment at The Red Bench, each member must complete a training session and attend a safety orientation of the shop.

**Trainers:** Jolene and Mackenzi

- No other member of the shop, regardless of experience, is permitted to train other members on the shop equipment. This is to ensure the safety of everyone.
- Members are encouraged to guide and mentor others - please feel free to give tips and tricks once a member has been trained and had a safety tour!
- Prior to the safety orientation, each member will be required to read and sign The Red Bench's legal waiver, which will be distributed to each member via email after they sign up for orientation.

### **Safety Orientation**

A complete safety orientation of the shop is mandatory before using any shop equipment for the first time. This orientation will be led by Jolene and/or Mackenzi and is the first step in the training process.

- Orientations will be held weekly. Please take a look at the schedule (*TBA*) and plan to attend a safety orientation with us before continuing your training!
- The orientation covers the entire shop floor; equipment usage, PPE, entering and exiting the shop, cleanliness, ventilation, conduct, and emergency procedures (among many other topics).

- All members will read and sign off on our legal waiver and safety handbook during orientation. Every member will receive a copy of the safety handbook to keep! The handbook will also be available on The Red Bench's Google Drive, which is shared with all members.
- Please feel free to contact us if you have any questions about attending an orientation.
- If you can't make a specific orientation time slot - not to worry! Just let Jolene and Mackenzi know and we can find a time that works for you.

Once a member has completed the safety orientation, a receipt of attendance will be stored in a Google Sheet.

- All members must complete a safety orientation annually.

### **Equipment Training**

Upon completion of the shop safety orientation, each member must be trained by Jolene and/or Mackenzi on all equipment (welders, any power tools, large powered equipment such as a bandsaw or drill press). Training is required regardless of previous experience with using such equipment.

Equipment training will include:

- Required PPE
- Use of posted Safe Work Instructions (SWI)
- Safe operation and emergency procedures
- Equipment set up and shut down, how to refer to operators manual
- Selecting and setting parameters (speed, voltage, amperage, etc.)
- Choice of materials and/or consumables
- Clean up and storage

Safe Work Instructions will be posted near each piece of equipment and stored on The Red Bench's Google Drive. Each piece of equipment in the shop will also have a corresponding Operator's Manual saved in The Red Bench's Google Drive for your reference.

Upon completion of the equipment training, a receipt of training will be kept in a Google Sheet.

- Members of The Red Bench will be trained on an as-needed basis (a member only needs to be trained on the equipment they plan on using)
- Once trained, members are free to use the equipment as needed
- If unsafe use or behaviour is witnessed while using a piece of equipment, the member is subject to revocation of their training, requiring re-training

At The Red Bench, we value safety, opportunity, and community and expect each member to act in accordance with these values, including in the use of shop equipment. For further clarification of these expectations, please refer to the code of ethics.