

Woodshop Use Policies for Faculty and Staff

Updated 8/15/2017

Frostic School of Art faculty and staff (full-time and part-time) may use the woodshop during open shop hours to work on support pieces for your areas or personal art related and non-art related projects.

Faculty and staff are allowed to use the Level 1 tools without additional training. You will, however, be required to complete the Safety Agreement Form and accident/damage waiver prior to working with any tools in the woodshop.

The Level 1 tools are:

- Bandsaws
- Stationary Sanding Machines
- Drill Press
- Hand Sanders
- Air-Powered Tools
- Cordless Tools i.e. screw gun, etc.
- Miter Saws
- Scroll Saw
- Jigsaw

If you would like to use more advanced tools such as the table saw, track saw, jointer, planer, lathe, routers (including dovetail-key router), etc., you will be asked to demonstrate the safe and proper use of the machines and complete the accident/damage waiver prior to working with these tools.

Training on advanced tools can be scheduled with Brad Smith or you can use outside sources.

Users will need to supply all materials and consumables (glue, sandpaper, screws, nails, etc.) for their projects. Additionally, it is asked that if you use the shop for personal projects (art related and non-art related), you contribute to the operation of the woodshop. The amount is voluntary and much appreciated. To continue to operate at the current level, the woodshop relies on support from a variety of sources including non-student users.

There is also the option of hiring the woodshop to make frames, support pieces, etc.

Other Reminders:

The woodshop staff will provide technical support for faculty instructional needs to supplement actual class goals. Staff is not required to assist art faculty with art and non-art related personal projects.

Only currently employed FSoA faculty/staff and enrolled art majors/minors may use the woodshop. University employees and students from other areas are not allowed to use the shop. Spouses, partners, friends, retired and former faculty/staff, former students, etc. are not allowed to use the woodshop unless it is part of a workshop/event and proper forms and waivers have been completed.

The woodshop staff have the authority to determine what projects are allowed in the woodshop. During peak student usage, we may request you do not work on personal projects.

If you have further questions please contact Brad Smith.

Frostic School of Art Woodshop
 Faculty / Staff Safety Agreement / Waiver and Release for 2017-2018
 Expires April 27, 2018

Name _____ Date _____

WIN _____

You may use all Level One tools without training and Level Two/Advanced tools that you have been tested on and approved to use:

Level One Tools	Approved		
Bandsaw	X		
Miter saw	X		
Horizontal belt sander	X		
Drum sander	X		
Oscillating spindle sander	X		
Combination sander	X		
Drill Press	X		
Scroll saw	X		
Hand sanders	X		
All air-powered hand tools	X		
All cordless power hand tools	X		
	Faculty/Staff Initials	Woodshop Staff	Date
Level Two Tools			
Tablesaw			
Track saw			
Jointer			
Planer			
Lathe			
Router _____			
Other Advanced Tools:			

I _____ (print first & last name)
hereby WAIVE AND RELEASE, INDEMNIFY, HOLD HARMLESS AND FOREVER
DISCHARGE Western Michigan University (WMU), Frostic School of Art and its agents,
employees, officers, directors, affiliates, successors and assigns, of and from any and all
claims, demands, debts, contracts, expenses, causes of action, lawsuits, damages and
liabilities, of every kind and nature, whether known or unknown, in law or equity, that I ever
had or may have, arising from or in any way related to my participation in any of the events
or activities conducted by, on the premises of, or for the benefit of the Frostic School of Art
Woodshop and WMU.

I understand that woodworking is a dangerous activity and that there is risk of injury,
including severe personal injury, even death, arising from these activities. On behalf of
myself, my heirs, assigns, administrators, executors and next of kin, I waive all claims for
damages, injuries and death sustained to me or my property, that I may have against the
aforementioned released party to such activity, including claims in tort, contract, equity or
otherwise.

I knowingly, voluntarily, and freely assume all such risks, I understand the nature of
woodworking activities, and that I am qualified, in good health, and in proper physical
condition to participate in such activities. I also agree that I will not use tools and equipment
that I have not been tested on and approved to use, as noted on page one of this
document, and if at any time I believe conditions to be unsafe, I will immediately discontinue
participation in the activity.

By this waiver I assume any risk and take full responsibility and waive any claims of
personal injury, death or damage to personal property associated with the Frostic School of
Art Woodshop including but not limited to using the facility and its equipment in any manner,
form or fashion, and participating and / or engaging in any woodwork or related activities on
or off the premises.

I agree to replace or repair any equipment which I damage due to misuse and/or
negligence.

I have read, understand, and fully agree to the terms of this WAIVER AND RELEASE.
I understand and confirm by signing this WAIVER AND RELEASE I have given up
considerable future legal rights. I have signed this agreement freely and voluntarily, under
no duress or threat. My signature is proof of my intention to execute a complete and
unconditional WAIVER AND RELEASE of all liability to the full extent of the law. I am 18
years of age or older and mentally competent to enter into this WAIVER.

Printed Name _____ Date _____

Signature _____