

4 - MANDATORY SOP

4a - SAFETY *(Permanent Standing Committee)*

PERSONAL PROTECTIVE EQUIPMENT (PPE): Eye Safety glasses or goggles, protective gloves, ear protection, face masks, leather gloves, and cloth aprons. The use of all or some of the above is optional as the member deems appropriate for the task they are performing. Guard against any loose clothing around the burnisher, drill press and sanders. It is recommended that members use safety glasses, ear protection and/or appropriate protective gloves when using any machinery, dyeing, oiling, painting, glueing or finishing your leather project.

It is recommended that you always use appropriate gloves when using any chemicals like dye, oil, glue, alcohol or generally any liquid used to finish a leather project. It is recommended that you use a dust mask when sanding and/or using an air brush. Be mindful that fumes and dust may be an irritant to members who are sensitive. It is incumbent on the individual member in determining their use of PPE.

CLEANING: Please be mindful that the Leather Club tries to provide clean, purposeful and adequate space for each working station. Be kind to your neighbor and make sure you are not creating excessive dust. Wipe down hand tools if oily or dirty after use. Carefully clean spray guns being mindful of fumes and excess dye when using said equipment. Assure water is turned off at the sink and wipe up any excess water.

GUIDELINES:

INDIVIDUAL WORK STATIONS: (glasses or goggles, gloves, mask, apron)

1. Maintain a clean work space during their visit and make sure it is clean when they leave.
2. If possible, use the designated locations when cutting, dyeing, finishing and glueing your project. Use all sprays outside as much as possible!

INSIDE DYE/GLUE/FINISH STATION: (glasses or goggles, gloves, mask, apron)

1. Place soiled rags, paper and gloves in the trash. Place soiled oil based rags in the outside trash.
2. ONLY USE SPRAY CANS directly under the exhaust fan hood or outside.
3. ONLY AIRBRUSH directly under the exhaust fan hood or outside.

CUTTING STATION: (glasses or goggles, gloves, mask, apron)

1. Always maintain proper control of your knife, razor blade or razor wheel.
2. Use extreme caution when using a knife or razor blade/wheel. When possible, use a straight edge keeping your knife next to the metal or plastic straight edge while drawing it to you or pushing it away from you if using a razor wheel.
3. If you need help holding a piece of leather, ask before you attempt to cut.

HAND TOOLS AND MACHINE OPERATION: (glasses or goggles, gloves, mask, apron, ear plugs)

1. Do not have loose clothing or hair next to running machinery that may get caught up in it's operation.

2. Clean up after each use with a vacuum, sand paper cleaner or as needed to keep the area tidy.
3. Put all hand tools (punches, hammers, forming jigs, templates, mauls, etc...) back in their respective areas.
4. **DO NOT USE PUNCHES DIRECTLY ON GRANITE! IT DULLS THE TOOLS—BEYOND REPAIR!**

COMMON TOOL CARE:

1. Use care when using the hand tools. If a punch is dull then put it in the can for resharpener. Do not put it back on the tool rack.
2. When using a rotary punch include an additional piece of leather between the anvil and your project leather. Keeping the punch off the copper anvil will prolong the tools sharpness.
3. Always put the tool back in the exact spot it was removed so the next person can find it easily.
4. When using swivel knives and edgers be sure to strop them before and after use so the next person has a sharp tool.

REPORTING AN ACCIDENT RC-20:

Form RC-20 will be used to report an accident or other medical emergency when the person is incapacitated or injured to where external medical assistance is required. The Monitor should take information down to complete the form. Notification should be made immediately to all the club officers if one is not present at the time of the accident. Monitors should familiarize themselves with the RC-20 form.

An AED machine to treat a heart attack is located on the wall outside in the breezeway just to the left of the public bathrooms.

DO NOT REPORT MINOR SCRAPES OR CUTS ON FORM RC-20!

4b - AUDIT (Permanent Standing Committee)

AUDIT (Financial):

1. The Audit Committee may consist of one person or as many members shall be invited to participate to accomplish the task assigned. There are no limits as what may be assigned as an area required for audit but the primary reason is an annual financial audit.
2. The Audit Chair person reports directly to all members of the Board and the General Membership.
3. Reports may be verbal or written presented to Board members when requested.