

SPOKANE HOME BUILDERS ASSOCIATION
'Residential Carpentry'
APPRENTICESHIP & TRAINING PROGRAM

2011-2012
APPRENTICESHIP HANDBOOK



SHBA APPRENTICESHIP & TRAINING PROGRAM

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BACKGROUND

The Spokane Home Builders Association Residential Carpenters Apprenticeship program was registered with the Washington State Department of Labor and Industries Council, January 17, 1980. This landmark action came after two years of preparation.

Our experience rating of the past can boast 87% employment of the Pre-Apprenticeship Graduates. We continue to provide high quality training that will open doors and allow people to become self sufficient, contributing members of the community. We are very proud of the people who we have had in the program, and the many people who have been involved to make the program work.

WHAT IS APPRENTICESHIP

Apprenticeship is the oldest form of training, learning on the job from a skilled crafts person.

The Spokane Home Builders Association Residential Carpenters Apprenticeship program is registered with the State Department of Labor and Industries, serving the residential construction industry, and adheres to all the state and federal regulations. Apprentices attend 144 hours per year of related training classes at the Apprenticeship and Journeyman Training Center, N. 2110 Fancher Way, Spokane Valley, Washington. After completing the required period of training, and successfully passing the hands-on performance tests, the Apprentices receive their Journey level credentials, issued by the Washington State Apprenticeship and Training Council.

WHAT IS RESIDENTIAL CONSTRUCTION

Residential Construction, as defined by Washington State Public works law, states that "Residential Construction" means the construction, alteration, repair, improvement, or maintenance of single family dwellings, duplexes, apartments, condominiums, and other residential structures not to exceed four stories in height, including basement, when used solely as permanent residences. It does not include the utilities construction (water and sewer lines), or work on streets, or work on other structures (e.g., for recreation and business.) WAC 297-127-101 (9). Apprentices in this training program will only be dispatched/employed and allowed to work/train on Residential Construction Projects.

PLEASE NOTE: While in the program, if an apprentices Training Agent/Employer has you perform work on a commercial project you MUST inform this office immediately. At that time, you, the apprentice, will be placed in suspension until such time that you resume the Residential Carpenter work processes as outlined in the Spokane Home Builders Apprenticeship Committee Standards of Apprenticeship. It is not the intention of the JATC to encourage leaving/quitting meaningful employment, but to maintain employment in the appropriate classification. (see paragraph above).

MINIMUM HOURS REQUIRED

Must have a minimum of 144 hours of classroom attendance for completion of school year. Partial credit will be given for less than 144 hours.

It is the student's responsibility to sign the attendance sheet for each class. No credit will be given if the student's name does not appear on the daily attendance sheet.

Students who leave before scheduled time without instructor's knowledge will not receive credit for hours attended.

Students who leave before scheduled time and that departure is excused will only receive credit for hours attended.

CLASS DATES AND START TIMES

The first class for the 2011-2012 training year will be **September 7, 2011**.

Classes are held every Wednesday from 6:00 p.m. until 9:50 p.m. and the second Saturday of each month from 8:00 a.m. until 12:00 p.m. (If you have any questions see attached calendar for exact dates or contact your instructor.)

Classes will run from:

- 6:00 p.m. - 6:50 p.m. with a break at 6:50 p.m.
- 7:00 p.m. - 7:50 p.m. with a break at 7:50 p.m.
- 8:00 p.m. - 8:50 p.m. with a break at 8:50 p.m.
- 9:00 p.m. - 9:50 p.m.

Time will be deducted from classroom hours for late arrivals. Class will start promptly at the scheduled time.

Three unexcused late arrivals will be treated as one unexcused absence.

LOCATION

School: Spokane Community College Journeyman & Apprenticeship Training Center
Building B
N. 2110 Fancher Way
Spokane Valley, WA 99212
Classroom Office Phone: 535-1600

PROGRAM POLICIES AND PROCEDURES

REGISTRATION

Registration will take place during the first class of each semester.

First Semester Registration - **September 7, 2011**

Second Semester Registration - **January 4, 2012**

Last Day of Class – **May 2, 2012**

Tuition will be due at the time of registration, if you do not have the tuition, you must make prior arrangements with the Apprenticeship Director! **Please note: There will be a \$10.00 per month service charge for students wishing to make tuition payments.**

PROGRAM COSTS

Tuition 2011-2012:	\$462.50 per Semester (\$925.00 per year)
EARLY BIRD RATE(S):	\$452.50 if paid on evening of registration \$900.00 for entire year if paid first evening of registration

Textbook:	\$75.00 (Residential Construction Academy; Carpentry)
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Workbook:	\$25.00 (Residential Construction Academy; Carpentry)
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First Aid/CPR Training:	\$25.00
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Each semester's tuition fees must be paid in full prior to, or on the first night of class (September and January), of each calendar year in which the apprentice is registered in the Spokane Home Builders Association Apprenticeship and Training program. No refunds or partial credit will be given for withdrawal after the first class (NO EXCEPTIONS). Refunds prior to first class will be charged a \$50 fee. Failure to pay tuition fees will result in the apprentice not being allowed to start or continue in school, with possible cancellation procedures to follow as well as collection procedures.

As the residential construction industry continues to change and improve, the education and training must change and improve. The Spokane Home Builders Association Apprenticeship and Training Committee strives to provide the education and training to meet the needs of this industry.

The policies and procedures, as adopted by the Spokane Home Builders Association's Apprenticeship and Training Committee, are stringent so as to promote a quality craftsman in the residential construction industry. The Home Building industry is responsible for maintaining the apprenticeship training program and the apprentice has an obligation to the industry to conduct themselves in a responsible manner.

Foremost is the training and education through apprenticeship for the future of the residential construction industry. Through apprenticeship, labor and management strive to make the trade the leading industry in today's global marketplace.

It is the responsibility of each apprentice to be punctual, respectful, attentive, and dependable with regard to classroom & shop conduct.

Apprentices shall be in the classroom and or shop with the proper educational materials (text/work book, hand tools) and ready for class by the scheduled time of class. Educational materials shall be the total responsibility of each apprentice.

Any apprentice who fails to return to class following a break or decides to leave early on their own accord shall be given no credit for that class and marked absent for the entire class.

Apprentices are responsible for the payment of their tuition, textbook and workbook, any lab fees, as well as any incurred late fees for related classroom instruction.

All training costs **must be paid in full** before you will receive your upgrade.

All related training classes scheduled will be attended by the apprentice to successfully complete, and have recorded, the required competency in the particular related training subject matter presented.

Excused Absences - The only excuses the Joint Apprenticeship and Training Committee will accept for a scheduled class will be in the case of extreme emergency that can be handled only by that apprentice or a confining illness of an apprentice.

An apprentice with an excused absence will work with the instructor to complete the required competency at the earliest possible time.

Unexcused Absences - Make-up consideration for an unexcused absence will be at the discretion of the instructor.

Apprentices, who have missed related instruction, **will not be eligible** for advancement until such time as the requirement is satisfied.

The above make-up requirements will be the sole responsibility of each individual apprentice to initiate and complete.

These requirements will be part of all consideration of progression and possible continuance in this program.

Apprentices who are absent from class shall have their upgrade held back 30 days. If you feel that you have extenuating circumstances, you may bring them to the next Joint Apprenticeship and Training Committee meeting for consideration. Any test missed due to absence will be made up at the convenience of the instructor and within a two-week period from the date the test was originally administered or will receive a "0" grade for the test missed. The responsibility rests solely on the apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the class instructor.

Apprentices not maintaining a 70% grade point average at year-end shall repeat that school year and remain at their present rate of pay. While repeating a school year, if the apprentice receives one single test score of less than 70% they shall be automatically canceled from the program. Each apprentice will be solely responsible for maintaining a progress record of work experience performed with a copy of the record each month to be turned into the Training Director or their instructor by the 10th day of each following month. Progress reports not turned in by the 10th day will result in the next scheduled upgrade being held for 30 days for each offense. Four consecutive offenses will result in termination or suspension from the program.

The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. The Apprenticeship Director shall then forward these records to the Apprenticeship Committee prior to each Committee meeting or upon request of the Committee. The work process classifications in which the apprentice has worked each day shall be recorded in the apprentice's record book. Failure to comply will result in notification of no pay progression until records are completed.

Requirements for advancement are:

- Regular attendance at related supplemental training classes,
- Maintaining a 70% average minimum grade,
- Satisfactory reports from employer(s) and journey-level workers,
- All associated training costs/fees are current, and
- Work experience reports turned in monthly.

A current recognized First-Aid/CPR card will be required for all registered apprentices in the program.

It is the apprentice's responsibility to provide their own hand tools necessary to complete their Related Supplemental Instruction (RSI) projects. No apprentice will be granted journey-level status without the required hand tools. Apprentices failing to bring the necessary hand tools to RSI shall be sent home without credit for hours that day.

Apprentices must wear work boots or safety shoes, eye protection, hardhat (if applicable) and work shirt covering the shoulders by 3". No cut-offs or sweat pants will be allowed. Anyone violating this rule will be sent home with no credit for the day. The Training Center staff shall have the authority and responsibility to determine if an apprentice is properly attired to work safely in the shop.

Drugs and alcohol will not be tolerated at any time during scheduled class. This includes lunch and break times. Anyone found to be under the influence of illegal drugs or alcohol during class shall be terminated from the training program.

Absolutely no smoking or other tobacco products will be allowed in the training center as per state WAC code.

It is the apprentice's responsibility to inform the Apprenticeship Office of any address or phone number changes.

Cleanup of all areas must be performed at least fifteen (15) minutes prior to class being dismissed. All furnished tools must be returned to their respective place. Apprentices will not leave until they have been released by their instructor.

Apprentices who are found intentionally damaging or defacing the Training Center will be subject to severe penalties by the Joint Apprenticeship and Training Committee.

Students may be called before the committee for disciplinary action for:

- Operating tools in an unsafe manner
- Frequent absences
- Frequent tardiness or early departure
- Low grades
- Insubordination
- Abusive language

ABSENCE WHEN WORKING OUT OF TOWN

1. Out of town work must be substantiated by employer.
2. Correspondence curriculum must be arranged with the instructor prior to going out of town.
3. Weekly lesson plans (units) must be returned to the instructor within corresponding class week.
4. For each unit supplied to student an assessment of \$5.00 will be levied against student, and must be paid to Spokane Home Builders Association by the first of each succeeding month.

ABSENCE WHEN NOT WORKING OUT OF TOWN (50 mile radius)

1. The Apprenticeship office must be notified as soon as possible. Failure to do so will be regarded as an unexcused absence.
2. If at all possible balance of class must be attended (i.e.; if off at 7 p.m. balance of class could be attended).
3. Apprentice will be assigned units of class at time of absence, which must be completed and turned in prior to next regular scheduled class.

FOUR UNEXCUSED ABSENCES

1. The apprentice will be required to meet with the Joint Apprenticeship and Training Committee (JATC) and explain the circumstances surrounding the absences.
2. The apprentice will be responsible for explaining to the JATC why they should not be dropped from the program.
3. Part of the explanation will include a detailed plan on how the apprentice will make up the missed time, with a recorded completion date, approved by the JATC.

INSTRUCTOR INFORMATION

Jim Danner

Phone: 385-9907

Instructor, Jim Danner – Jim has over 30 years experience in residential construction, however he does have some commercial building experience as well. He is a Journeyman Carpenter with expertise doing custom homes as. He instructs our third and fourth year Apprenticeship classes. Jim has a way of giving self-confidence and a sense of direction to his students, which of course brings a better carpenter into the industry.

Bill Patrick

email: bpatrick@mead.k12.wa.us

Instructor, Bill Patrick - Bill has been involved in the construction industry for well over 20 years. He currently instructs our first year Apprentices and enjoys challenging them to their fullest potential.

Corey Fitch

Phone: 220-3839

Instructor, Corey Fitch – The Spokane Home Builders would like to welcome Corey Fitch as one of our newest instructors. Corey has been working as a carpenter since 1994. He graduated from the Spokane Home Builders Apprenticeship & Training program in 2000 after successfully completing his 4-year apprenticeship training. His experience includes over 10 years in residential construction. His collective knowledge has allowed him to be lead man on various projects.

COMPLAINT PROCEDURES

TESTING

All written tests will require a passing score of 70%. Failure to achieve a passing score will require taking a make-up test. Practical test will be graded on a pass/fail basis by the requirements specified prior to starting the test.

TEST CONTENT

First Year Apprenticeship Test

100 % textbook information (150 questions)

Second Year Apprenticeship Test

70 % textbook information (200 questions)

30 % practical (hands-on, demonstration)

Third Year Apprenticeship Test

70 % textbook information (300 questions)

30 % practical (hands-on, demonstration)

Fourth Year Apprenticeship Test (Journey Level Test)

50 % textbook information (400 questions)

50 % practical (hands-on, demonstration)

** Practical section of test will be graded by a committee of 3 or more journey level carpenters.**

GUIDELINE FOR TAKING JOURNEY LEVEL TEST EARLY

1. Must have completed your third year of Residential Carpentry Apprenticeship Program or have at least five (5) years of documented work experience and two (2) years of Residential Carpentry Apprenticeship Program.
2. Must have Employer Recommendation for Journey Level form filled out by employer.
3. Must have written instructor recommendation.
4. All paperwork must be into the Apprenticeship office no later than February 1. **(NO EXCEPTIONS).**
5. All Apprenticeship financial obligations must be paid in full by February 1. **(NO EXCEPTIONS).**
6. Must have Joint Apprenticeship and Training Committee concurrence.
7. Must take the same test as everyone else does at the end of the year.
8. If you don't pass the test, you must complete the next year of training before re-taking the test.

DIRECT INDENTURE

The following will be Spokane Home Builders Association Apprentice Training Policy regarding direct indenture of students into the Carpentry Apprentice Program.

INDENTURED FROM INDUSTRY:

- * 1) Document work experience of 2000 hours OJT per year
- 2) Pass test 1 for year 1 apprentice - \$80.00 Testing Fee
- 3) Pass test 2 for year 2 apprentice - \$80.00 Testing Fee
- 4) Pass test 3 for year 3 apprentice - \$80.00 Testing Fee
- 5) Attend related instruction for year 4 (no exceptions.)

INDENTURED FROM TRADE SCHOOL:

- 1) Document trade school credentials-1000 hours OJT per year for school credit
- * 2) Document any work experience
- 3) Pass test for year 1 apprentice - \$80.00 Testing Fee
- 4) Pass test for year 2 apprentice - \$80.00 Testing Fee
- 5) Pass test for year 3 apprentice - \$80.00 Testing Fee
- 6) Attend related instruction for year 4 (no exceptions.)

Note: Work experience must relate to residential carpentry and consist of at least 2000 hours per year in accordance with the Spokane Home Builders Association Apprenticeship & Training Standards.

\$160.00 Portfolio fee for each review necessary.

If any challenge test for any year is failed, the student will be required to enroll in training for that year.

Fees payable in full in advance.

TOOLS

The following has been determined to be the basic tool and equipment requirements for Spokane Home Builder residential carpenter apprentices:

STARTER - Day One On The Job Should Have:

Tool Belt	2' Level	Gloves
Framing Hammer	Safety Glasses	Work Boots
25' Powerlock Tape	100' Chalk Line	Notepad & Pencil
Regular Pliers	Nail Sets	Weather Gear
Utility Knife	Screw Driver Set	Hard Hat
Speed Square	Vice Grips	

SHOULD BE ADDED AS SOON AS POSSIBLE

Spare Measuring Tape	Wood Chisels	Plumb Bob
Drill / Screw Gun	Framing Square	Trim Hammer
Crescent Wrench	All Purpose Hand Saw	Channel Locks

SHOULD BE ADDED

Pry Bar	Combination Square	Dry Line
4' Level	Center Punch	Hacksaw
Block Plane	Putty Knife	

OPTIONAL TOOLS RECOMMENDED

6' Level	Tin Snips	Yankee Screw Driver w/Bits
Staple Gun	Combo Wood Rasp	50' - 100' Tape
Cross Cut Saw	Circular Saw	Drywall Saw
Coping Saw	Clamps	Tool Box
Construction Calculator		

It is also noted that a 'residential carpenter' will need to have whatever tools the employer may require. IT IS RECOMMENDED TO EMPLOYERS that they provide all new employees with a list of the tools he expects them to have. Power tools are the responsibility of the employer.

SPOKANE HOME BUILDERS APPRENTICESHIP and TRAINING COMMITTEE
RECOMMENDATIONS

GOOD WORK HABITS

1. BE ON TIME FOR WORK: You should be 10 minutes early for the work day.
2. TARDINESS: It lowers your boss's image of you. Don't do it! (This includes returning from lunch and work breaks). Your absence may mean others have to wait, who need your assistance. Your absence then means the absence of a whole crew.
3. EXCUSES FOR NOT SHOWING UP FOR WORK: No one likes excuses, even if they are legitimate. If you have to get off, check with your boss before doing so. Schedule your doctor appointments and other appointments on days off. If you can't, ask your boss when it would be convenient for you to take off. The more you communicate with your boss, the better relationship you will have with him. **IN ALL CASES** give plenty of advance notice to your employer. Give him the ability to cover you in your absence.
4. PERSONAL APPEARANCE: The first impression by your new boss is very important. Dress like you are ready to put on a hard hat, and do a days work. Don't wear sneakers - **wear boots** that cover your ankle. If your hair gets in your face, cut it, or get it tied back. People don't like to watch you working and fighting your hair, especially if they are paying you. Keep your clothes halfway presentable. We all know that you will get dirty working; however, you should start the day basically clean. Ever had to spend the day next to someone who is a few days behind in taking a bath? A most unpleasant experience and a most unpleasant problem for the employer to deal with also.
5. WORK BREAKS: Often times you don't get to take a break. If you get a break never take more than the time given you. Don't stand around "chewing the fat" or relaxing over a cigarette. It has a very bad affect on the boss, to watch someone killing time, at his expense. Put yourself in your boss's position. Give him an honest day's work from his point of view.
6. LAG TIME: During the normal work day, there is always lag time, when you are temporarily out of work. Keep your eyes open for something to do, during these lag periods. It still costs your employer money for your time, so try to give him something for his investment. If you don't know what to do, clean up the area. Housekeeping always needs some attention, and can be for your own safety. Look busy if you have to. When it becomes necessary for the boss to make a cut back on the crew, whom do you think he will lay off first? Standing around is the quickest way for a permanent holiday.
7. ATTENTION ON THE JOB: Always pay attention to what's going on. That's how you learn. One should learn something every day. People are more interested in you if you are attentive and show initiative.

8. INDUSTRIOUSNESS: Always present an eager beaver image. IT PAYS OFF! In helping others make money, it also helps you in making money. Be a self-starter; generate enthusiasm in yourself and what you are doing. You are a part of a very exciting industry. Don't lose sight of the "big picture". If the task you are working on seems small, step back and look at what you are creating. Be a self-starter. It's your life, and you have control over how you are going to reach your goals. Always be positive. There is a positive and a negative side to everything; you have the option of looking at whichever side you want to see.
9. DEDICATION: One has to have a certain sense of dedication towards his job. Don't ever have the attitude you are being exploited by your boss. You are still earning, and acquiring knowledge that will benefit you in the future. Maybe you won't like your new job at first. An apprentice starts at the bottom at first doing menial jobs, such as shoveling, cleaning up around the job site, scraping paint from windows, hauling lumber, etc. Stick it out! The professionals tell us that it takes 21 days to adjust to new conditions. Talking to people you work with, and your boss, helps you to feel a part of the team, and helps you to get more dedicated in what you are doing. Most contractors work a minimum of 14 hours a day trying to keep their business going, and they expect a little dedication from you towards their business.
10. DISPOSITION & ATTITUDE TOWARDS OTHERS: Always show an interest in others. We all like to be recognized, if only to be said "hi" to. One feels more comfortable when he knows the people around him talk to him. Your boss especially needs this. Talking to him shows him you are interested in doing a good job, and in his job. Also, talking to people shows people you have confidence in yourself. Keep it in moderation, but remember how much you like people to talk to you.
11. LEARN TO ACQUIRE SKILLED PROFICIENCY: That's the name of the game, why you are here. It boosts your ego, and makes you more valuable to your employer to enjoy the feeling of growth and learning, and the only way you will see your wages increase.
12. WAGES: Don't do much discussing about wages on the job. Don't convey the idea to your boss that you are only concerned about getting your money.
13. RIPPING OFF YOUR BOSS - DON'T DO IT! Word travels by mouth much faster than you can imagine. It's 20 times faster to acquire a bad reputation than to replace a bad one. As a new person on the job, you stand out first if something shows up missing. Protect yourself, and your future, and keep your hands on your own tools.
14. ON THE JOB: As a new employee on the job, you will be given more attention as far as seeing how well your work habits are. You should exert extra energy the first few weeks to prove that you are working hard enough to meet your boss's expectations. A good worker always goes the extra mile.

15. **JOB HUNTING:** Don't be afraid to look for your own job. A good rule of thumb to remember is that you are doing the guy a service by coming to him for a job. It saves him the time and money looking for someone. Don't shortchange yourself. If you've done something and you feel capable of doing the job, tell the prospective employer that you have had experience, and be honest about the degree of experience. Then he will know what to expect from you, and will usually give you the chance. Look for construction jobs early in the morning. Hit a job site as soon as the boss starts his crew, and be ready to go to work. This is the time the guy will know whether or not he needs additional help.

REMEMBER: The cost of manpower on the job is one of the highest costs in construction. If you make your boss money, you make yourself invaluable to him. If you cost him money, you can cost him not only your job, but also his company, and that's just not good job security. You need him to have the job – make him need you to get the job done.

SAFETY RULES AND PROCEDURES

In industry, safety is regarded as an important part of the total operation, no less important than production. This is true for at least two reasons. One is the natural concern for people's welfare. Another perfectly valid reason is financial. Industrial managers know that injuries to employees are costly since they reduce the efficiency of the working force and may result in expensive medical bills and law suits.

Therefore, many modern industries have safety programs that are intended to protect every employee, from the president on down to the newest trainee.

Safety is of prime importance in the operation of the type of power tools you will be using in woodworking. Therefore, you should not just read but really learn the safety rules for any job you do, and put the rules to practice. Do this for each piece of equipment you use. Learn to make safety a habit as you develop your skills.

The following is a list of general safety rules to be used in the shop as you work on and around machines. These rules will help to protect you and others who are near you while you work.

- * If you are not completely familiar with the proper operation of a power tool, do not attempt to use it. The instructor will answer any questions.
- * Always wear tight-fitting clothes when working around machines. Tuck in your tie and roll up your sleeves or wear a tight-fitting shop coat or apron.
- * Use guards on power equipment. It should be understood that using guards does not necessarily prevent accidents. Guards indicate points of danger, but they must be used correctly if they are to provide fullest protection. Also, it is impossible to do some operations, especially on the circular saw, with the regular guard in place. Therefore, there are times when special guards should be used. These are explained at appropriate points in the following pages.
- * Always keep your fingers away from the moving cutting edges. The most common accident is caused by trying to run too small a piece through a machine.
- * Keep the floor around the machine clean. The danger from falling or slipping is always great.
- * Make all adjustments with the power off and the machine at a dead stop.
- * Remove all jewelry from hands and wrists.
- * Always wear approved eye protection
- * Never talk to or interrupt anyone while he is working on a machine.
- * Remove power plug or turn off power supply to a machine when changing cutters or blades.

- * Never leave tools or pieces of stock lying on the table surface of a machine being used.
- * When finished with a machine, turn off the power and wait until the blade or cutter has come to complete stop before leaving.
- * Always carefully check stock for knots, splits, metal objects and other defects before machining.
- * Always turn on the dust collector if it is connected to the machine being used.
- * Always use a brush to clean the table surface.
- * Always keep your eyes focused on where the cutting action is taking place.
- * Always use sharp tools.
- * When using tools for set up work on a machine: (1) Select the right tool for the job. (2) Keep it in safe condition. (3) Keep it in a safe place.
- * Report strange noises or faulty operation of machines to the instructor.
- * Follow the suggestions for each machine given.

GENERAL SAFETY RULES FOR PORTABLE POWER TOOLS

1. Never use portable power tools in contact with water, including rain, or if any part of your body is in contact with moisture.
2. Be sure the power plug is removed before making any adjustments.
3. Portable power tools should be properly grounded with a three-prong grounded plug. If a grounded receptacle is not available, use a three-to-two-prong adapter plug that has been properly grounded.
4. Always wear approved eye protection.
5. Always disconnect the power plug when the work is completed.
6. Be sure the switch is in the off position before connecting the power plug.
7. Always use the recommended extension cord size.

PORTABLE CIRCULAR SAW SAFETY

1. Make sure the teeth of the blade are sharp and set correctly.
2. Never make an adjustment on a saw when it is running.

3. If a saw stalls in heavy material, never turn off the switch. Back the saw out and allow it to run until the blade runs freely again.
4. Always keep the guard in place and the blade adjusted for the correct depth of cut.
5. Use the correct blade for the work to be done.
6. Disconnect the power source to change a blade. Make sure that the teeth are pointing in the direction of rotation and that the arbor nut is tight.
7. Allow the saw to reach full speed before starting a cut.
8. Always keep your hands clear of the cutting line.
9. Never stand in line with the cut.
10. When finished with a cut, release the switch and wait until the blade comes to a dead stop before setting the saw down.
11. Make sure work to be cut is firmly supported and free of any obstructions.

BAYONET OR SABER SAW

1. Make sure saw blade is proper type for work to be done and securely locked in blade holder.
2. Secure material to be cut using bench vise or clamp to work bench.
3. Always make certain that switch is in off position before connecting to power source.
4. To start cut, place forward edge of saw base on edge of material, start motor and move blade into work.
5. Keep cutting pressure constant, do not overload the saw.
6. When through cutting, turn off switch. Do not set saw down until motor stops.
7. When work is completed, disconnect from power source and remove saw blade.
8. Never start a plunge cut unless both hands are holding the machine.

RECIPROCATING SAW

Since the reciprocating saw and the saber saw are very similar in function, a separate set of safety rules is not necessary. But, before using this saw it would be advisable to review the safety rules for the saber saw.

PORTABLE ELECTRIC DRILL AND SCREW GUN SAFETY

1. Review general safety rules for use of portable electric tools.
2. Disconnect the power plug before installing or removing drills.
3. Make certain the drill is clamped securely in the chuck.
4. Be sure the key has been removed.
5. Do not force the drill, use an even steady pressure.
6. Never use a bit with a square tang or a lead screw.
7. When laying the drill down, always have the point away from you, even when it is coasting to a stop.
8. Never drill through cloth.
9. Always clamp small pieces: do not hold them with your fingers when drilling.
10. Locate exact point of desired penetration and mark with center punch or awl.

POWER PLANE

1. When making adjustment, disconnect plane from power source.
2. To start cut, place front shoe on edge of work, start motor and move plane along work.
3. Keep cutting pressure constant. Do not overload the plane.
4. When through the cut, turn off motor. Do not set plane down until motor stops.
5. When work is completed, disconnect plane from power source.
6. Always check material for knots, splinters or foreign material.

ROUTER SAFETY

1. Review general safety rules for use of portable electric tools.

2. Make certain the fence or guide is securely clamped.
3. When using the router, keep both hands on the handles.
4. Feed in the correct direction. Move left to right on straight cuts.
5. Always lay the router down with the cutter pointing away from you and be alert to the coasting cutter.
6. Always hold onto the router when it is turned on.
7. Be sure that at least one-half of the bit shank is securely tightened in the chuck.
8. Make certain the work piece is securely clamped.
9. Make adjustments only when the cutter is at a dead stop.
10. Be certain the power switch is off before connecting the power plug.
11. When installing or removing cutters, be sure the power plug is disconnected.
12. Select the proper router bit for the work to be done.
13. Make a trial cut on a piece of scrap lumber.
14. Never make a deep cut in only one pass.
15. When making circular cuts, move counter clockwise around the circle.

PORTABLE SANDER SAFETY
BELT AND FINISH

1. Review general safety rules for use of portable electric tools.
2. Be sure the abrasive is in good condition and that its grit is correct for the work to be done.
3. Be sure the abrasive belt is installed with the correct tension and is tracking properly.
4. Keep your hands away from abrasive surfaces.
5. Never touch the edge of a belt or disc.

6. Be sure there are no nicks or tears in the edge of a disc or belt.
7. Disconnect the power plug when changing abrasives.
8. Make certain the switch is in the off position when plugging in the power cord.
9. Start sander above work, set tool on the work evenly and move slowly back and forth in a wide, overlapping pattern.
10. When through sanding, lift the sander off the work before stopping the motor.
11. Use successively finer grit sheets until the desired finish is obtained.

RADIAL-ARM SAW SAFETY

1. Always keep the safety guard and the anti-kickback device in position.
2. Make sure the clamps and locking handles are tight.
3. When crosscutting, adjust the anti-kickback device (sometimes called fingers) to clear the top of the work by about 1/8". This acts as a guard to prevent your fingers from coming near the revolving saw.
4. Make sure the stock to be cut is held tightly against the fence.
5. For crosscutting, dadoing, and similar operations, pull the saw into the work.
6. Return the saw to the rear of the table after each cut.
7. For ripping, make sure that the blade is rotating upwards toward you. Use the anti-kickback device to hold work firmly against the table. Feed the stock from the end opposite the anti-kickback device.
8. Keep your hands away from the danger area-that is, the path of the saw blade.
9. Be sure the power is off and the saw is not rotating before making any adjustments.
10. Always use a sharp saw or cutter.
11. Allow the saw to reach full speed before making a cut.
12. Hold the saw to prevent it from coming forward, before turning on the power.
13. This saw tends to feed itself into the work. Therefore, it is necessary to regulate the rate of cutting by holding back the saw. Otherwise, it will feed faster than it can cut, causing the motor to stall.

14. Use a brush or stick to keep the table clear of all scraps and sawdust.

BENCH, TABLE, OR CIRCULAR SAW

1. Make all adjustments when the power is off and the blade has stopped revolving .
2. Always adjust the saw blade so it protrudes just enough above the stock to cut completely through.
3. Never reach over a revolving saw; instead, bring the cut piece back around the side of the machine.
4. Keep your fingers away from the saw blade at all times.
5. Always keep the guard and splitter in place unless this is impossible for the kind of cut you are making.
6. If the cut you are making doesn't permit use of the regular guard, use a feather board or a special guard.
7. When crosscutting with the miter gauge, never use the fence for a stop unless a clearance block is used.
8. Always push the stock through with a push stick when ripping stock that cannot be fed safely by hand.
9. Never stand directly behind the blade.
10. Always use a sharp blade.
11. When ripping, place the jointed edge against the fence.
12. Keep the saw table clean. Remove all scraps with a brush or push stick, never with your fingers.
13. Remove rings, watches and other items that might catch in the saw. Wear garments with short or tight sleeves.
14. Use the proper saw blade for the operation being performed.
15. Always hold the stock firmly against the miter gauge when crosscutting and against the ripping fence when ripping.
16. Be certain the fence is clamped securely.

17. When a helper assists you, he should not pull the stock. He only supports the stock.
18. Do not saw warped material on the circular saw.
19. If stock must be lowered onto the revolving blade for certain cuts, use stops and guards. Never have your hands in line with the blade.

JOINTER SAFETY

1. Always keep the knives of the jointer sharp. Dull knives tend to cause kickback and also result in poor planing.
2. The fence should be tight. Never adjust the fence while the jointer is running.
3. Adjust the depth of cut before the jointer is turned on.
4. See that the guard is in place and operating easily. If the regular guard is removed, a special guard must be provided.
5. Always allow the machine to come to full speed before using it.
6. Check the stock for knots, splits, metal particles, and other imperfections before jointing. Defective stock may break up or be thrown from the jointer.
7. Keep the left hand back from the front end of the board when feeding.
8. Stand to the side of the jointer, never directly behind it. In case of kickback you will be out of the way.
9. Cut with the grain, never against it.
10. Always use a push stick or push block.
11. Do not try to take too heavy a cut.
12. Use common sense about, when stock is too thin or too short to joint safely. Never joint stock shorter in length than the width of the cutterhead.
13. Never apply pressure to the board with your hand directly over the cutterhead.
14. Use a brush to clean shavings off the table. Never use your hand.

SHAPER SAFETY

1. Use the correct guard for the operation to be performed.

2. Before making any adjustments, make certain the power is off and the cutter is not rotating.
3. Always feed against the rotation of the cutter.
4. Never back up the stock being shaped.
5. Make certain the fences and guards are clamped securely.
6. Use jugs, fixtures, or templates whenever possible.
7. Remove all chips from around the knives with a brush.
8. Do not wear loose-fitting clothing.
9. Make certain the cutter is clamped securely.
10. Do not take too deep a cut.
11. Install the cutter so the unused portion is below the table surface.
12. Be sure the spindle turns freely before turning on the power.
13. Before turning on the power, remove all tools and loose accessories from the table.
14. When shaping with a depth collar, never start a cut at a corner. Never shape with a depth collar unless there is sufficient bearing surface for adequate support.
15. Use sharp cutters.

PLANER SAFETY

1. Keep your fingers away from the under side of the board as it is fed through the planer. Keep your hands away from the top of the board near the in-feed roller.
2. Never stand directly behind the board when planing.
3. Don't look into the planer when the machine is in operation.
4. Plane only one thickness at a time if the planer has a solid in-feed roller and chip breaker.
5. Never plane boards until one surface has been trued on the jointer.
6. Make sure the board is longer than the distance between the centers of the in-feed and out-feed rollers.
7. Scrape all glue off the stock before running it through the surfacer.

8. Make all adjustments with the power off and the cutterhead standing still.
9. Do not remove shavings while the cutterhead is revolving.
10. Do not force stock into the surfacer.
11. Do not take too deep a cut.
12. Check all stock for knots, splits, metal particles, and other imperfections before surfacing.
13. Always use the exhaust system.
14. Hold a board flat on the in-feed table; do not tip it up to start the cut.
15. Never lower the table when a piece of stock will not feed through. Turn off power, then, after the cutterhead is stopped completely, make the necessary corrections.
16. Always surface wood with the grain, never run a piece cross grain.
17. Always turn the concave side of cupped stock down against the table.

BAND SAW

1. Keep the upper guide down as close as possible to the top of your work.
2. Never line your fingers or thumbs up with the cut.
3. Always support round stock in a V-block.
4. When doing compound band sawing be sure you have support under the cut. Never attempt to hold the stock up by hand.
5. Always make the short cuts first so there will be a minimum of backing out.
6. Never stand on the right hand side of a band saw. This is a most dangerous position should a blade break.
7. Check before you start your cut to make sure the radius of your cut is not too small for the width of the blade.
8. A helper should never pull or guide the work. He just supports the stock.
9. If constant, evenly spaced clicks are heard, turn off the machine. Pull the power plug or lock the power supply off and check the blade for a crack.
10. The blade should be running at full speed before a cut is started.

11. Plan your cuts carefully and make “release” cuts before making long curved cuts.
12. Be sure there is proper-tension on the blade and it is tracking properly before turning the machine on.
13. Always use a sharp blade.
14. Always feed the stock evenly; never crowd, twist, or jerk the material being sawn.
15. If a blade breaks, turn off the power, and wait until both wheels stop dead before opening or removing the wheel guards.
16. If the saw is equipped with a brake, apply it gently. Don't jam the brake.

SCROLL SAW SAFETY

1. Make all adjustments with the power off.
2. Lower the hold down to press lightly on the material being cut.
3. Rotate the motor by hand to check all adjustments before turning power on.
4. Shut off power and clean machine before you leave it.
5. Always make sure blade is square in relation to the table and is supported by the guide assembly.
6. Always check blade-tensioning device with the blade in the up position.

BORING MACHINE SAFETY

1. Keep fingers away from the revolving spur bits.
2. Never remove chips or sawdust with your fingers.
3. Always make sure stock is securely clamped. Workpiece must be flat against table or holes will not be accurate.
4. Always remove the tightening key from the spur bit chuck before starting machine.
5. Make sure bits are sharp.
6. Make all adjustments with the power supply disconnected.
7. Do not wear loose fitting clothing.

8. Never hold stock by hand.
9. Do not force the drilling process by pushing the foot feed down too fast. Use a moderate amount of pressure.
10. Never drill out a jammed, broken, or mistakenly placed dowel pin that still has wet glue around it.

PANEL ROUTER SAFETY

1. All vertical routing should be done from the lower position to the upper position.
2. Always return the router assembly to the lower position before leaving machine.
3. When making horizontal grooves, slide material from right to left only.
4. Check cutting to make sure router does not ride against slats.
5. Keep hands and fingers away from the revolving router bit.
6. Always make sure workpiece is securely clamped.
7. Make all adjustments with the power supply disconnected.
8. Make a trial cut on a piece of scrap lumber.
9. Never wear loose fitting clothing.

POWER MITER BOX SAW SAFETY

1. Always ease blade into the cut.
2. Always operate machine as if it were not spring loaded.
3. Never operate machine unless it is clamped or fastened firmly to a bench or stand.
4. Never make an adjustment on the saw when it is running.
5. Disconnect the power source to change a blade.
6. Never continue operating with a weakened or cut through blade.
7. When finished with a cut, release the switch and wait until the blade comes to a dead stop.

SPINDLE SANDER SAFETY

1. Always hold material firmly against table when sanding.
2. Disconnect the power source to change spindles.
3. Always use smallest table insert possible, related to spindle size.
4. Never lower material over rotating, oscillating spindle with machine running.
5. Never operate machine with torn or loose sanding sleeve.
6. When finished sanding, shut off power and do not leave until the spindle has come to a complete stop.

SANDER SAFETY DISC - BELT

1. Be sure the abrasive is in good condition and that the grit is correct for the work to be done.
2. Be sure the abrasive belt is installed with the correct tension and is tracking properly.
3. Keep your hands away from abrasive surfaces.
4. Be sure the abrasive disc is properly secured to the machine.
5. Sand only on the down stroke side of the disc sander.
6. Be sure the stock is firmly against the stop, fence, or miter gauge before applying pressure against the abrasive.
7. Always use a backstop when using machine in a horizontal position.
8. Always make sure disc runs true with no cracks in hub.
9. Never operate machine unless guard covers outboard edge of disc.
10. Be sure there are no nicks or tears in the edge of a disc or belt.
11. Make certain the switch is in the off position when plugging in the power cord.
12. Disconnect the power plug when changing abrasives.

GRINDER SAFETY

1. Make sure eye shields are in place and wear goggles or face shield.

2. Make sure all guards are in place.
3. Adjust tool rest to 1/16" of the wheel.
4. Shut off power and do not leave until the wheels have come to a complete stop.
5. Always stand to one side of grinder when first turning on the power.
6. Always check wheels for recommended maximum speed before installing.
7. Never grind on the side of grinding wheel.

DRILL PRESS SAFETY

1. Keep your fingers away from the revolving tool.
2. Never remove chips with your fingers.
3. Always make sure that the stock is securely clamped whenever clamping is necessary.
4. Always remove the chuck key immediately after installing a tool.
5. Keep the cutting tools sharp.
6. Make all adjustments with the power off and the cutter standing still.
7. Make certain the table and drill are properly adjusted to avoid drilling into the table.
8. Make certain the drill is securely clamped in the chuck.
9. Do not wear loose clothing or long, unconfined hair.
10. Do not hold small pieces of stock by hand. If clamping is impossible, use pliers.
11. Always check safety collars under the head and table for tightness.
12. If the work has slipped, never attempt to stop it by hand.
13. Never operate machine without a full guard or with guard open.
14. Never use a bit with a lead screw on the drill press.
15. Always set machine at correct speed for the job being done.
16. Use only straight-shanked tools in the drill press chuck.
17. Never wipe off table or brush away chips with rag when machine is running.

18. When using the drill press as another machine, such as the router, shaper, or mortiser, be sure to study and follow the appropriate safety rules for the other machine.
19. Wear goggles or a face shield.
20. Do not force the drill.
21. Back out frequently on deep cuts, to clean and cool the bit.

WOOD LATH SAFETY

1. Wear goggles or a face shield.
2. Examine set-up carefully before turning on power.
3. Always operate machine at the prescribed speeds.
4. Make sure the tool rest is adjusted properly.
5. Remove the tool rest before sanding or polishing.
6. Always rotate work piece by hand to check clearance before turning on power.
7. Never attempt to spin or cut metal without proper accessories.
8. Never allow screw fasteners to extend beyond finished dimensions when faceplate is turning.
9. Always make sure tailstock center is snug against work piece and lubricated if not a ball bearing center.
10. Never jam tool into work piece or take too large a cut.

**SPOKANE HOME BUILDERS ASSOCIATION
APPRENTICESHIP & TRAINING COMMITTEE**

RESIDENTIAL CARPENTER JOURNEY LEVEL PAY RATE

Current listings for the counties of:
Adams, Ferry, Grant, Lincoln, Pend Oreille, Spokane, and Whitman

RESIDENTIAL CARPENTER	\$ 21.50	01-01-11
	Hourly	Hourly
	<u>Wage</u>	<u>Fringe</u>
	17.00	4.50

Current listings for the county of:
Stevens

RESIDENTIAL CARPENTER	\$ 18.00	01-01-11
	Hourly	Hourly
	<u>Wage</u>	<u>Fringe</u>
	15.50	2.50

Apprentice rate breakdown: **MINIMUM PAY RATE FOR EACH PERIOD**

Without benefits	
1 st period	
60%	\$10.20
2 nd period	
65%	\$11.05
3 rd period	
70%	\$11.90
4 th period	
75%	\$12.75
5 th period	
80%	\$13.60
6 th period	
85%	\$14.45
7 th period	
90%	\$15.30
8 th period	
95%	\$16.15

CLASS DATES HAVE BEEN HIGHLIGHTED

CLASS YEAR 2011-2012

September 2011

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2012

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOTICE

YOUR RIGHT TO REGISTER EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINTS

29 CFR 30.11 and WAC 296-05-443

Any Apprentice or Applicant for Apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex has 180 days from the date of the alleged discrimination to register a written complaint. Complaints may be registered directly with the following at:

Apprenticeship Program Complaint Review Board (if applicable)

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530
360-902-5320 FAX 360-902-4248
E-mail APPRENTICE@LNI.WA.GOV

U.S. Equal Employment Opportunity Commission (EEOC)
Federal Office Building
909 First Avenue, Suite 400
Seattle, WA 98104-1061
Phone: 206-220-6883 or 800-669-4000
TTY: 206-220-6882



RECEIPT FOR HANDBOOK

I, _____, have received from the Spokane Homebuilders, the Apprenticeship Handbook. I understand that this handbook may not answer all my questions and that it is my responsibility to ask any questions not specifically addressed.

Date _____

Signature _____