

WDM Blacksmith Shop Policies & Procedures

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Procedures and Forms referenced in this document:

- Safety Manual and Safety Program Policies
- Volunteer Program Policies & Procedures

Title: Blacksmith Shops Policy	Category: Policy
Type: Volunteer Engagement	Approved: October 20, 2023 Revised:
Review Frequency: Every three years	When: October 2026

Purpose

WDM Blacksmith Shops were designed as working exhibits to enhance our visitor experience with live demonstrations. Blacksmithing involves use of an open flame and the resultant possibility of fire hazard was a major consideration in the planning and design of these exhibits, particularly the indoor shop at WDM Saskatoon. Local fire departments were consulted when our shops were created.

Safety is our first concern. A major factor for the safe operation of our Blacksmith Shops is the level of training and demonstrated expertise of volunteers who are active in the shop. The WDM provides for such training through our blacksmithing courses.

Definitions

1. WDM Blacksmith Shops currently include:
 - a. WDM Moose Jaw Outdoor Seasonal Blacksmith Shop
 - b. WDM North Battleford Outdoor Heritage Village Seasonal Blacksmith Shop
 - c. WDM Saskatoon
 - i. Indoor Year-Round Boomtown Street Blacksmith Shop
 - ii. Outdoor Seasonal Blacksmith Shop
 - d. WDM Yorkton Outdoor Seasonal Blacksmith Shop
 - e. WDM Corporate Office Blacksmithing Blacksmith Shop

Requirements

1. Blacksmith Shop Buildings & Equipment
 - a. WDM Blacksmith Shops may only be used for Museum programming purposes.
 - b. No alteration to the Blacksmith Shop buildings may be made without written approval from the WDM Manager. If a proposed alteration changes the look of the exhibit, the Manager will consult the Exhibits Manager. If the proposed alteration involves structural changes, approval is required from the WDM Facilities and Safety Manager.
 - c. A fire extinguisher must be located in or near shops.
 - d. Fire inspections must be carried out by local fire departments or inspectors as part of overall building fire inspections. Recommendations made by these fire departments must be followed.
 - e. Blacksmiths may only use WDM tools and equipment marked for use. There may be tools and equipment in the Shops that are artifacts or there for exhibit

purposes only. These will be pointed out during Shop orientation and may not be touched or used.

- f. If a tool or piece of equipment is found to be damaged or faulty, individuals must report this immediately to their volunteer coordinator/engagement assistant or staff supervisor. Tools and equipment may not be altered without written approval from the WDM Manager.
 - g. If an individual wishes to bring their own personal blacksmithing tools (hammers, tongs) to use, all such tools must be clearly marked. Tools left in Shops are at the owner's risk. No personal power tools may be used by volunteers in WDM Shops unless prior written permission from a volunteer coordinator/engagement assistant has been obtained in advance.
2. Working in Blacksmith Shops
- a. Approval to work in a Blacksmith Shop must be given by the volunteer coordinator/engagement assistant at the appropriate WDM location.
 - b. Interpreters who are not demonstrating at the forge, doing any hot work, or otherwise using any of the blacksmith tools are allowed at the discretion of the volunteer coordinator/engagement assistant.
 - c. Only individuals who meet all of the following criteria will be allowed to work (demonstrate, do hot work, or use any of the blacksmith tools) in a Blacksmith Shop:
 - i. Must be 16 years of age or older.
 - ii. Must be a WDM staff person or registered WDM volunteer.
 - iii. Must have completed WDM *Introduction to Blacksmithing* course or a course deemed by the WDM to be equivalent. A list of equivalent courses and criteria for evaluating them is in Appendix A.
 - iv. Must be able to demonstrate basic knowledge of safe operation of blacksmithing equipment. A checklist of skills and knowledge needed is provided alongside this Policy. This will be assessed by a qualified staff person or volunteer. This person will inform the volunteer coordinator/engagement assistant of the results of their assessment.
 - v. Must attend a Blacksmith Shop orientation.
 - d. In order to work alone in a Blacksmith Shop, individuals must have completed at least 30 hours of work alongside experienced and WDM-approved blacksmiths and signed off by at least one of these experienced blacksmiths.
 - e. Individuals who are approved to work in one WDM Blacksmith Shop may wish to travel to another location to volunteer there. They do not need to go through a second assessment there, but they must contact the volunteer coordinator /engagement assistant at the new location to go through any necessary volunteer orientations including a Blacksmith Shop orientation.
 - f. All individuals working in WDM Blacksmith Shops must adhere to Blacksmith Shop Rules, safe working practices, and all WDM policies, rules, and location-specific procedures.
 - g. All required PPE must be worn when blacksmithing.
 - h. Water bottles are allowed and encouraged in the Shops. No other food or drink is allowed.
3. Tools and Materials

- a. Materials and equipment needed for blacksmithing demonstrations will be provided by the Museum. This includes: PPE, forge, anvil, coal, metal.
 - b. Metal purchased by the Museum may not be used for personal projects.
4. Production and Sales
- a. While working in WDM Blacksmith Shops, individuals are expected to first and foremost act as demonstrators for the public.
 - b. Production of items for Museum sale is allowed, but demonstration and interaction with the public must be prioritized.
 - c. All profits from items produced using Museum materials must go to the Museum.
 - d. Production and display of sharpened-edge tools may be allowed with the permission of the location’s volunteer coordinator /engagement assistant, but these items must not be placed on public-facing counters or within reach of the public.
5. Scheduling
- a. Demonstration schedules will be coordinated by the volunteer coordinator/engagement assistant at each location.
6. Policy review
- a. This policy will be reviewed every three years by WDM staff.

Title: Appendix A: Courses Equivalent to WDM Introduction to Blacksmithing	Category: Policy Appendix
Type: Volunteer Engagement	Approved: October 20, 2023 Revised:
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This list will be reviewed and approved yearly by the Volunteer Engagement Manager and the Safety Committee.

Course – Date Added

Title: Knowledge and Skills Required for Blacksmith Demonstrators: Check-List	Category: Procedure
Type: Volunteer Engagement	Approved: October 20, 2024 Revised:
Review Frequency: Every three years	When: October 2026

All individuals demonstrating in WDM Blacksmith Shops must be able to demonstrate basic knowledge of safe operation of blacksmithing equipment.

The checklist of skills and knowledge needed is below. This will be assessed by a qualified staff person or volunteer.

- Able to identify the basic parts and functions of forge (blower, fire pot, hood).
- Able to identify the basic tools (hammer, tongs, anvil).
- Able to identify proper attire and basic PPE:
 - Cotton or other non-synthetic clothing.
 - Shoes with leather uppers. No synthetic uppers.
 - Eye protection, either goggles or eyeglasses with side shields.
 - Ear protection optional in our shops where hearing other 'smiths and the public is important.
- Aware of blacksmithing safety, including:
 - Check tools before use.
 - Hammer: Make sure hammer head is tight, handle is not damaged.
 - Tongs: Make sure tongs fit tight to piece being worked.
 - Check forge before use. Make sure venting is open and functional.
 - When watching fire, do not stare directly into the hottest parts. Look quickly, then look away. Or use glasses that filter out the ultraviolet and infrared rays.
 - Make sure you take hardy tools out *immediately* after use. NEVER hammer on the anvil face or horn when tools are in the hardy hole.
 - Make sure fire is completely 100% out before leaving the Shops.

Title: Blacksmith Shop Rules	Category: Rules
Type: Volunteer Engagement	Approved: October 26, 2023 Revised:
Review Frequency: Every three years	When: October 206

These rules apply to all individuals who work in a WDM Blacksmith Shop, including staff, volunteers, and contracted demonstrators.

1. All individual volunteers must be approved and must attend a Blacksmith Shop orientation to ensure they are aware of safety procedures, safety equipment, and safe start-up and tear down.
2. Safety is everyone’s responsibility. If you see something you feel is unsafe, do not continue to operate and let your volunteer coordinator/ engagement assistant know immediately.
3. All incidents, injuries, and near misses must be reported to your volunteer coordinator/ engagement assistant.
4. Staff and volunteers who are not approved are not permitted in the working areas of a Blacksmith Shop when the forge is lit. Members of the public are not allowed in the working areas of a Blacksmith Shop unless attending an approved course.
5. No food or drinks are allowed in Blacksmith Shops. Bottled water is an exception, but should be kept out of sight of the public.
6. Do not handle artifacts or exhibit props. Do not mix working tools in with these either.
7. All individuals in Blacksmith Shops must wear appropriate clothing, including all required PPE:
 - a. Shirts and pants made of cotton or other non-synthetic material, preferably in period appropriate styles. Ball caps and t-shirts with logos are not allowed.
 - b. Shoes with leather uppers.
 - c. Safety glasses. These are available in Shops or from your volunteer coordinator /engagement assistant. Side shields for prescription glasses are allowed.
 - d. Hearing protection is optional.
8. Remember that first and foremost when you are blacksmithing in a WDM Blacksmithing Shop, you are a demonstrator for the public. This means sharing knowledge of blacksmithing and its history, explaining processes, and answering questions. Background information about the history of blacksmithing in Saskatchewan will be provided and available in the Shops.
 - a. Keep items that are outside the time period portrayed by the Blacksmith Shop out of sight. This includes things made of plastic and aluminum.
 - b. Do not use your cell phones or other electronic devices while working in the Blacksmith Shop. If you must take a personal call, make sure you are well away from the forge or any other person working and out of site of the public.
9. Welding rules:
 - a. All blacksmiths and interpreters in the Shop must be aware that welding is taking place and wearing appropriate PPE, including eye protection.
 - b. No welding demonstrations for the public.

- i. Exception: Spectators may watch if there is window glass between them and the welder (i.e. watching from the side window of WDM Saskatoon's indoor shop.)
10. No hot steel within 3 feet of publicly accessible counters or barriers. The public does not know better, we should. Check *all* areas of a piece thoroughly for any heat before showing/handing a piece to a member of the public.
 11. No sharpened edge tools or weapons on counter or within reach of public.
 12. No oil quenching or storage of oil in a WDM Blacksmithing Shop.
 13. No more than the maximum number of people allowed working or observing in a shop at any time. The max number for each shop is in your location's procedures.
 14. Drill presses, power hammers and all other power tools are not to be used until an individual is trained in proper usage and deemed competent by an approved volunteer or WDM staff member.
 15. All tools and materials must be cleaned up and put away when you are done working with them.
 16. When finished working for the day, pull the fire. Be sure it is out before leaving.

Note: These rules apply only to Blacksmith Shops, not woodworking or other shop areas. Before working in or using tools from these other areas, check with your volunteer coordinator /engagement assistant about what rules apply there.

Title: Blacksmith Shop Orientation: Checklist	Category: Procedure
Type: Volunteer Engagement	Approved: October 23, 2023 Revised:
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This Blacksmith Shop orientation is in addition to the general volunteer orientation that must be attended by all volunteers. It may be led by staff or an approved volunteer and it must be completed before an individual begins work in any WDM Blacksmith Shop. If an individual travels to a new WDM, they must go through a Blacksmith Shop orientation there.

It must include:

- Location of emergency and First Aid equipment near Blacksmith Shop like fire extinguishers.
- Safe work practices and procedures for blacksmithing tasks.
- Location of materials, including coal and project metal.
- Blacksmith Shop Rules and location-specific procedures. Reminder that not following Museum rules will result in disciplinary action.
- Which tools and equipment can be used and which cannot (artifacts/exhibit pieces). How to identify which is which.
- Reminder that when blacksmithing in a Museum shop, you are a Museum representative. Please be courteous to visitors and follow the rules. A poor visitor experience or accident in the Shop reflects on all of us.