Machinery Accreditation

Document Set

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SAFE WORK PROCEDURE
TABLE SAW

SAW LIMITATIONS AND SPECIFIC DANGERS

- ✓ Kickback of material is a recognised hazard, and the operator must not stand directly behind the blade.
- ✓ Hands must be kept well clear of the blade by using push sticks or specifically designed "sleds" or holding methods to feed material into the saw. Do not lean over the blade or reach over blade with hands or body while saw is running.
- ✓ All materials must be free of embedded metal. It is recommended that recycled material is only used if completely screened with metal detector for embedded metal. **Cutting of laminates, soft metal (copper aluminium) and plastics is prohibited.**

SAFETY ASPECTS

- ✓ Do not use this machine unless you have been instructed in its safe use and operation.
- ✓ **Covered footwear, eye protection (Minimum is safety glasses but recommended to use a face shield) and hearing (muffs or plugs) protection must be worn at ALL times by the operator** and any other person in the near vicinity of the table saw.
- ✓ Long or loose hair must be contained, and clothing must be close fitting.
- ✓ Ensure the work area is free of any trip hazards or obstructions before commencing operations. Keep the work area clear of such hazards while working.
- ✓ The table saw must always be operated by only one person. This includes turning the machine on/off and feeding the timber into the blade. Please note that a second person may be needed to support longer pieces of timber as it is pushed through the saw.
- ✓ Material must not be pulled through the saw from behind the blade.
- ✓ Ensure assistants or bystanders are not at any risk from the sawing operation.

PRE-OPERATIONAL ASPECTS

- ✓ Do not use faulty equipment. Immediately report faults to the convenor or persons responsible and, if appropriate, tag out saw.
- ✓ With the power cord disconnected raise the saw blade above the table
    - o Ensure correct blade is attached to carry out the intended task.
    - o Check blade teeth to ensure none are missing or damaged and that the blade is correctly fixed to arbour.
    - o Ensure sleds, guides and or mitre gauges slide freely through full range of intended cut.
- ✓ Check operation of switch (start/stop).
- ✓ Blades should be changed only by authorised persons.
- ✓ Plan sawing procedures. For full depth cuts, adjust the saw height to 10mm above the thickness of the timber.
- ✓ Always ensure the work is NOT in contact with the blade when starting the machine.
- ✓ Use dust extraction if fitted.

OPERATIONAL ASPECTS

- ✓ Always feed material evenly and smoothly while holding firmly with downward pressure to ensure effective control while cutting.
- ✓ Do not force material while cutting. If excessive force is required, STOP, and determine the reason for the resistance and adjust methods to resolve the issue before proceeding.
- ✓ Always use a push stick(s) or similar devices to keep hands well away from the saw blade, especially when smaller pieces are being cut.
- ✓ Never brush away off-cuts while the machine is running. Wait until the blade comes to a complete stop before removing materials.
- ✓ Never leave the machine running unattended.
- ✓ Before making any adjustments, switch off the saw and wait until it stops.
- ✓ Stop the machine immediately if it develops a problem, particularly if it starts to make loud noises.

POST-OPERATIONAL ASPECTS

- ✓ When finished, unplug the power cord, and lower the blade to below table surface unless specifically agreed that setting is crucial to ongoing cutting.
- ✓ Clean work area and saw of sawdust and dispose of any unwanted offcuts.

REMEMBER: THE ONUS IS ON YOU TO WORK SAFELY

SAFE WORK PROCEDURE

BANDSAW

SAFETY ASPECTS

- ✓ Do not use this machine unless you have been instructed in its safe use and operation.
- ✓ Safety glasses must be worn at ALL times by the operator and any other person in the near vicinity of the bandsaw.
- ✓ Covered footware must be worn at ALL times in the work area.
- ✓ Long or loose hair must be contained.
- ✓ Clothing must be close fitting.
- ✓ The bandsaw must always be operated by only one person. This includes turning the machine on/off, and feeding the timber into the blade
- ✓ Ensuring assistants or bystanders are not at any risk from sawing operation.
- ✓ Always use an assistant when cutting longer or heavier pieces of timber to help support the job.

PRE-OPERATIONAL ASPECTS

- ✓ Do not use faulty equipment. Immediately report faults to the convenor and if appropriate, tag out saw.
- ✓ Check blade for correct tension and that it is the appropriate type and size for the intended operation.
- ✓ Blades should be changed only by authorised persons.
- ✓ Ensure the blade guide and guard are set at a height no more than 6mm above the work piece.
- ✓ Plan sawing procedures to minimise backing out of saw kerf.
- ✓ Check material for foreign materials such as nails, grit etc.
- ✓ Always ensure the work is NOT in contact with the blade when starting the machine.
- ✓ Cut cylindrical or irregularly shaped stock using an appropriate support jig.
- ✓ Use dust extraction if fitted.

OPERATIONAL ASPECTS

- ✓ Always feed material evenly and smoothly while holding firmly to ensure effective control while cutting.
- ✓ Make curved cuts gradually and use relief cuts for tight radius curves.
- ✓ Do not force or twist the blade while cutting, especially while cutting small radii material.
- ✓ Keep hands away from the blade and cutting area. Never have hands in front of the blade – always to the side or behind the blade.
- ✓ Use a push stick when necessary, especially when smaller pieces are being cut.
- ✓ Never brush away off-cuts while the machine is running.
- ✓ Do not back out of curved cuts while the machine is running. Wait until the blade comes to a complete stop.
- ✓ Never leave the machine running unattended.
- ✓ Before making any adjustments, switch off the saw and wait until it stops.
- ✓ Stop the machine immediately if it develops a problem, particularly if it starts making loud noises.

POST-OPERATIONAL ASPECTS

- ✓ When finished, unplug the power cord and release the blade tension.

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SAFE WORK PROCEDURE
PLANING MACHINE (PLANER or BUZZER) (HAND-FED)

SPECIFIC DANGERS OF A PLANING MACHINE

- ✓ A Planing Machine is dangerous because the timber is hand-fed and your hands are pushing timber towards the planer blades. Any slip could cause severe injury. Timber can vibrate badly causing loss of control, while your hands are pushing towards the blades.
- ✓ Machining short pieces of timber can be particularly dangerous as they can easily move aside or vibrate out of control leaving your hands pushing towards the blades. Never attempt to machine timber any shorter than 250mm. Always use appropriate push blocks when machining short pieces. Always take thin cuts when machining short timber lengths to minimise vibration.
- ✓ All materials must be free of embedded metal. It is recommended that recycled material is only used if completely screened with a metal detector for embedded metal.
- ✓ Painted timber is abrasive causing excessive wear on the blades. Paint should be removed with a hand plane before machining.
- ✓ Dirty timber is also abrasive and should be thoroughly washed before machining.

GENERAL SAFETY ASPECTS

- ✓ Do not use this machine unless you have been instructed in its safe use and operation.
- ✓ **Covered footwear, eye protection (Minimum safety glasses or goggles) and hearing (muffs or plugs) protection must be worn at ALL times by the operator** and any other person in the near vicinity of the planer.
- ✓ Long or loose hair must be contained, and clothing must be close fitting.
- ✓ Ensure the work area is free of any trip hazards or obstructions before commencing operations. Keep the work area clear of such hazards while working.
- ✓ The planer must always be operated by only one person. This includes turning the machine on/off and feeding the timber over the blade. Please note that a second person may be needed to support longer pieces of timber as it is machined.
- ✓ Ensure assistants or bystanders are not at any risk from the planing operation.

PRE-OPERATIONAL ASPECTS

- ✓ Do not use faulty equipment. Immediately report faults to the convenor or persons responsible and, if appropriate, tag out the planer.
- ✓ With the power cord disconnected, ensure the depth of cut is no more than 1.5mm. Adjustment is done by raising or lowering the front table. Adjust if necessary, according to the width and hardness of the timber being machined.
- ✓ Check the operation of the switch (start/stop).
- ✓ Ensure the swinging guard that covers the blades is functioning properly.
- ✓ Blades should be changed only by authorised persons.
- ✓ Always ensure the work is NOT in contact with the blade when starting the machine.
- ✓ Use dust extraction if fitted.

OPERATIONAL ASPECTS

- ✓ Always feed material evenly and smoothly **according to the grain**, while holding firmly with downward pressure to ensure effective control while machining.
- ✓ Do not force material. If excessive force is required, STOP, and determine the reason for the resistance and adjust methods to resolve the issue before proceeding. A lubricant such as soap or wax, may be needed on the planer table. Excessive noise when machining is an indication that the blades are blunt and need replacing.
- ✓ Whenever possible, always use a push stick or specifically designed push block to keep hands well away from the planer blades.
- ✓ When it is not possible to use push blocks, never have your hands over the planer blades or close to planer blades on the approach side (never pushing towards the blades when your hands are close). Hands can be safely and carefully placed on the timber when the leading end of the board is 100mm past the blades. Your hand will then be pushing away from the blades. Please note; this is only done to hold timber firmly down on the planer table when the timber is being safely fed with your other hand.
- ✓ Push the material far enough past the blades so that the guard returns to cover the blades, before removing the timber from the table.
- ✓ Engage the assistance of another person to support the end of the timber when it is very long.
- ✓ Never leave the machine running unattended.
- ✓ Before making any adjustments, switch off the planer and wait until it stops.
- ✓ Stop the machine immediately if it develops a problem.

POST-OPERATIONAL ASPECTS

- ✓ When finished, unplug the power cord.
- ✓ Clean work area and planer of sawdust.

REMEMBER: THE ONUS IS ON YOU TO WORK SAFELY

SAFE WORK PROCEDURE
THICKNESSER MACHINE

SPECIFIC DANGERS OF A THICKNESSER MACHINE

- ✓ A Thicknesser Machine has an automatic feed for the timber and, therefore, is safer and easier to use than a Planing Machine. However, care must still be exercised to avoid personal injury.
- ✓ A Thicknesser Machine has concealed blades when timber is being machined but exposed blades when no timber is in the machine. Hands must be kept out of the machine when it is turned on.
- ✓ Hands could be pulled or fed into the machine if allowed to become too close causing severe injury.
- ✓ The depth of cut must be appropriate for the width and hardness of the timber.
- ✓ All materials must be free of embedded metal. It is recommended that recycled material is only used if completely screened with a metal detector for embedded metal.
- ✓ Painted timber is abrasive causing excessive wear on the blades. Paint should be removed with a hand plane before machining.
- ✓ Dirty timber is also abrasive and should be thoroughly washed before machining.

GENERAL SAFETY ASPECTS

- ✓ Do not use this machine unless you have been instructed in its safe use and operation.
- ✓ **Covered footwear, eye protection (Minimum safety glasses or goggles) and hearing (muffs or plugs) protection must be worn at ALL times by the operator** and any other person in the near vicinity of the thicknesser.
- ✓ Long or loose hair must be contained, and clothing must be close fitting.
- ✓ Ensure the work area is free of any trip hazards or obstructions before commencing operations. Keep the work area clear of such hazards while working.
- ✓ The thicknesser must always be operated by only one person. This includes turning the machine on/off and feeding the timber into the thicknesser. Please note that a second person may be needed to support longer pieces of timber as it is machined. It is also common practice for two persons to use the machine – one feeding the timber in and the other holding the timber as it exits the Machine.
- ✓ Ensure assistants or bystanders are not at any risk from the thicknessing operation.

PRE-OPERATIONAL ASPECTS

- ✓ Do not use faulty equipment. Immediately report faults to the convenor or persons responsible and, if appropriate, tag out the planer.
- ✓ Initially, the depth of cut of each length of timber is determined by measuring the maximum thickness along the plank. As this frequently involves some estimation, adjust the machine so it will accommodate timber slightly larger than the thickness of the timber. For example, if the timber measures say 23mm thick, then set the machine to 24 or 25mm for the first cut. Pass the timber through the machine and adjust the depth of cut as necessary.
- ✓ Check the operation of the switch (start/stop).
- ✓ Blades should be changed only by authorised persons.
- ✓ Always start the machine before feeding in timber.
- ✓ Use dust extraction if fitted.

OPERATIONAL ASPECTS

- ✓ Always feed material evenly and smoothly **according to the grain**. Slight forward pressure is sometimes needed. If excessive forward pressure is needed to push the timber through, then the table surface will need to be lubricated. With the machine turned off, rub wax or a bar of soap over the table.
- ✓ Excessive noise when machining is an indication that the blades are blunt and need replacing.
- ✓ Keep your hands clear of the machine, never allowing them to be fed in with the timber.
- ✓ Engage the assistance of another person to support the end of the timber when it is very long.
- ✓ The depth of cut is determined by the width and hardness of the timber. A thicknesser will usually machine away about 1mm or more. Wide hardwood boards may require a smaller cut such as 0.3mm or 0.5mm. The machine should never be set so that the motor is labouring. It should sound like it is running freely.
- ✓ A better quality cut is made if the timber moves steadily through the machine. If the timber stops advancing, then the surface finish will be uneven.
- ✓ Never leave the machine running unattended.
- ✓ Before making any adjustments, switch off the thicknesser and wait until it stops.
- ✓ Stop the machine immediately if it develops a problem.

POST-OPERATIONAL ASPECTS

- ✓ When finished, unplug the power cord.
- ✓ Clean work area and planer of sawdust.

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SAFE WORK PROCEDURE
DRUM SANDER MACHINE

SPECIFIC DANGERS OF A DRUM SANDER

- ✓ A Drum Sander has an automatic feed for the timber and the action is sanding, not cutting. It is therefore a relatively safe machine to use. However, care must still be taken to avoid personal injury or damage to the machine.
- ✓ A Drum Sander has a length of abrasive paper wound in a spiral round the drum. It must be checked for tightness and excessive wear.
- ✓ Hands could be pulled or fed into the machine if allowed to become too close causing severe injury.
- ✓ The depth of cut must be appropriate for the width and hardness of the timber. Excessively deep cuts will burn the abrasive and stall the machine. Cuts are usually only 0.1mm or 0.2mm deep.
- ✓ Painted timber or wet timber will clog the abrasive. Paint should be removed with a hand plane before machining.
- ✓ The automatic feed on a drum sander must be checked to ensure it is tracking properly. Adjust if necessary.

GENERAL SAFETY ASPECTS

- ✓ Do not use this machine unless you have been instructed in its safe use and operation.
- ✓ **Covered footwear, eye protection (Minimum safety glasses or goggles) must be worn at ALL times by the operator** and any other person in the near vicinity of the drum sander.
- ✓ Long or loose hair must be contained, and clothing must be close fitting.
- ✓ Ensure the work area is free of any trip hazards or obstructions before commencing operations. Keep the work area clear of such hazards while working.
- ✓ The drum sander must always be operated by only one person. This includes turning the machine on/off and feeding the timber into the sander. Please note that a second person may be needed to support longer pieces of timber as it is machined. It is also common practice for two persons to use the machine – one feeding the timber in and the other holding the timber as it exits the machine.

PRE-OPERATIONAL ASPECTS

- ✓ Do not use faulty equipment. Immediately report faults to the convenor or persons responsible and, if appropriate, tag out the planer.
- ✓ Initially, the depth of cut of each length of timber is determined by measuring the maximum thickness along the plank. As this frequently involves some estimation, adjust the machine so it will accommodate timber slightly larger than the thickness of the timber. For example, if the timber measures say 23mm thick, then set the machine to 24 or 25mm for the first cut. Pass the timber through the machine and adjust the depth of cut as necessary.
- ✓ Check the operation of the switch (start/stop).
- ✓ The abrasive paper should be changed only by authorised persons.
- ✓ Always start the machine before feeding in timber.
- ✓ Always use dust extraction.

OPERATIONAL ASPECTS

- ✓ Always feed material evenly and smoothly **according to the grain**. Slight forward pressure or downward pressure is sometimes needed. If excessive forward pressure is needed to push the timber through, then the depth of cut is possibly excessive. An uneven surface finish will result if the timber stops advancing.
- ✓ Keep your hands clear of the machine, never allowing them to be fed in with the timber.
- ✓ Engage the assistance of another person to support the end of the timber when it is very long.
- ✓ The depth of cut is determined by the width and hardness of the timber. A drum sander will only sand away small amounts of timber about 0.1mm or 0.2mm. The machine should never be set so that the motor is labouring. It should sound like it is running freely.
- ✓ Never leave the machine running unattended.
- ✓ Stop the machine immediately if it develops a problem.

POST-OPERATIONAL ASPECTS

- ✓ When finished, unplug the power cord.
- ✓ Clean work area and planer of sawdust.

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SAFE WORK PROCEDURE
DROP SAW AND COMPOUND SLIDING MITRE SAW

SAW LIMITATIONS AND SPECIFIC DANGERS

- ✓ Kickback of material is a recognised hazard if the timber is not hard against the fence.
- ✓ Timber should be clamped to the fence or bed if possible, especially for short pieces of timber where holding by hand is too close to the blade
- ✓ Hands must be kept well clear of the blade.
- ✓ All materials must be free of embedded metal. It is recommended that recycled material is only used if completely screened with metal detector for embedded metal.

SAFETY ASPECTS

- ✓ Do not use this machine unless you have been instructed in its safe use and operation.
- ✓ **Covered footwear, eye protection (Minimum is safety glasses but recommended to use a face shield) and hearing protection is recommended at ALL times by the operator** and any other person in the near vicinity of the drop saw.
- ✓ Long or loose hair must be contained, and clothing must be close fitting.
- ✓ Ensure the work area is free of any trip hazards or obstructions before commencing operations. Keep the work area clear of such hazards while working.
- ✓ The drop saw must always be operated by only one person. This includes turning the machine on/off and making the cut. Please note that a second person may be needed to support longer pieces of timber.
- ✓ Ensure assistants or bystanders are not at any risk from the sawing operation.

PRE-OPERATIONAL ASPECTS

- ✓ Do not use faulty equipment. Immediately report faults to the convenor or persons responsible and, if appropriate, tag out saw.
- ✓ With the power cord disconnected
  - Ensure the correct blade is attached to carry out the intended task.
  - Check blade teeth to ensure none are missing or damaged and that the blade is correctly fixed to the arbour.
- ✓ Check operation of switch (start/stop).
- ✓ Blades should be changed only by authorised persons.
- ✓ Plan sawing procedures.
- ✓ Always ensure the work is NOT in contact with the blade when starting the machine.
- ✓ Use dust extraction if fitted.

OPERATIONAL ASPECTS

- ✓ While making a cut, always lower the blade evenly and smoothly while pushing the blade away from yourself. Never using a pulling action when making a cut.
- ✓ Always use a clamp to fasten the timber especially when cutting small pieces. Never brush away off-cuts while the machine is running. Wait until the blade comes to a complete stop before removing materials.
- ✓ Before making any adjustments, switch off the saw and wait until it stops.
- ✓ Stop the machine immediately if it develops a problem, particularly if it starts to make loud noises.

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SAFE WORK PROCEDURE
DRILL PRESS

LIMITATIONS AND SPECIFIC DANGERS

- ✓ Drill press machines are very powerful machines. They have the ability to grab work pieces and quickly rotate the material, possibly causing an injury. Large pieces of timber can be held safely by hand if small holes are being drilled. Larger drill bits will grab the material, sometimes quite violently. Small pieces of material (wood, plastic, metals) should be clamped and held securely to make a stable and safe situation. Unfortunately, experience will be the best guide as to what is needed when holding a piece of material that is to be drilled. Ask someone if you are unsure of the safety aspects.
- ✓ Hands must be kept well clear of the drilling action.

OTHER SAFETY ASPECTS

- ✓ Do not use this machine unless you have been instructed in its safe use and operation.
- ✓ **Covered footwear and eye protection must be worn (Minimum is safety glasses but it is recommended to use a face shield)**
- ✓ Long or loose hair must be contained, and clothing must be close fitting.
- ✓ Ensure the work area is free of any trip hazards or obstructions before commencing operations. Keep the work area clear of such hazards while working.
- ✓ The drill press must always be operated by only one person. This includes turning the machine on/off and feeding the timber into the blade. Please note that a second person may be needed to support longer pieces of timber.
- ✓ Ensure assistants or bystanders are not at any risk from the drilling operation.

PRE-OPERATIONAL ASPECTS

- ✓ Do not use faulty equipment. Immediately report faults to the convenor or persons responsible and, if appropriate, tag out the drill press.
- ✓ Plan drilling procedures. For full depth holes, adjust the table to do the job.
- ✓ Always ensure the work is NOT in contact with the blade when starting the machine.

OPERATIONAL ASPECTS

- ✓ Insert and tighten the drill bit ensuring it has been captured by all 3 jaws.
- ✓ Always remove the chuck key immediately.
- ✓ Always drill the material evenly and smoothly with gentle downward pressure to ensure effective control while drilling.
- ✓ Do not use excessive force when drilling.
- ✓ Never brush away off-cuts while the machine is running. Wait until the drill comes to a complete stop before removing materials.
- ✓ Never leave the machine running unattended.
- ✓ Before making any adjustments, switch off the drill and wait until it stops.
- ✓ Stop the machine immediately if it develops a problem, particularly if it starts to make loud noises.

POST-OPERATIONAL ASPECTS

- ✓ When finished, remove the drill bit, leaving the machine ready for the next person to operate.
- ✓ Clean work area and saw of sawdust and dispose of any unwanted offcuts.

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SAFE WORK PROCEDURE
BELT and DISC SANDER

LIMITATIONS AND SPECIFIC DANGERS

- ✓ Belt Sanding machines are safer to use than some other machines and less likely to cause major injuries but, nevertheless, must be used carefully with safety procedures in mind.
- ✓ Hands and fingers must be kept well clear of the small gap in two locations; firstly, the gap between the table and sanding disc, and secondly, the gap between the sanding belt and fence.
- ✓ Continual or prolonged use will cause the timber to become hot. This will put burn marks on the job and cause the belt or disc to clog.

OTHER SAFETY ASPECTS

- ✓ Do not use this machine unless you have been instructed in its safe use and operation.
- ✓ **Covered footwear and eye protection must be worn (Minimum is safety glasses but it is recommended to use a face shield)**
- ✓ Long or loose hair must be contained, and clothing must be close fitting.
- ✓ Ensure the work area is free of any trip hazards or obstructions before commencing operations. Keep the work area clear of such hazards while working.

PRE-OPERATIONAL ASPECTS

- ✓ Please be aware that on every occasion that the machine is started, the belt must be checked for correct tracking. That is, the belt should be running centrally on the drum and not moving to one side. If the belt is not central on the drum, then the tracking control must be adjusted to centralise the belt. Please ensure that the belt is remaining in its correct position after adjustment by continued occasional checking.
- ✓ If the belt needs to be changed due to the coarseness/smoothness of the belt, (a different grit count is needed) then readjustment of the tracking is usually required.
- ✓ Do not use faulty equipment. Immediately report faults to the convenor or persons responsible and, if appropriate, tag out the belt sanding machine.

OPERATIONAL ASPECTS

- ✓ Always sand timber with the material held firmly (usually) in your hands and with gentle pressure on the belt or disc. This will ensure effective control during the procedure
- ✓ When sanding, be patient to ensure the timber does not burn through excessive sanding. Short time breaks will enable the timber to cool down
- ✓ Never leave the machine running unattended.
- ✓ Stop the machine immediately if it develops a problem, particularly if it starts to make loud noises.

POST-OPERATIONAL ASPECTS

- ✓ Clean work area of sawdust.

REMEMBER: THE ONUS IS ON YOU TO WORK SAFELY

SHED MACHINERY ACCREDITATION

Date of Accreditation

Person Providing Accreditation

Person Being Accredited

- Name and Membership Number

Item of Machinery	Instructor Initials
Table Saw	
Bandsaw	
Planer (Buzzer)	
Thicknesser	

Item of Machinery	Instructor Initials
Drum Sander	
Belt Sander	
Drop Cut Saw	
Drill Press	

I _____ (full name) have read and understand the rules regarding the safe use of the above initialled machinery.

_____ signed _____date

The person named above has demonstrated competence in using the above initialled machinery in a safe manner.

_____signed _____ date

PLEASE FORWARD THIS SIGNED PAGE TO THE MWT SAFETY OFFICER