



# Subiaco Community Mens Shed Inc

## Health and Safety and Operations Code

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SUBIACO COMMUNITY MEN'S SHED (INC)

**Health & Safety & Operations Code**

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## Preamble

The Subiaco Community Men's Shed Inc ("The Shed") Committee has authorised this set of information and Shed Code ("Code") and Procedures, to which every member must abide to make The Shed a safe, efficient, and enjoyable place.

Whilst all care has been taken in the preparation of this material, it is not intended to be relied upon or be a substitute for other legal or professional advice, and no responsibility is accepted by The Shed or its Management Committee for any errors, omissions or inaccuracies, or for any unintended consequences that may result from reliance on any information provided here.

The Shed, in 2020, adopted a revised Procedures of Association, by which The Shed is managed. Upon joining the Shed, or any time after, you are entitled to a digital copy of these Procedures. However, a hard copy is available to read in the Shed quiet room.

Under the Rules of Association, this document is a proposed By-law or Code of The Shed, as approved by Committee.

This Code may be amended from time to time by the Committee, and all members formally advised of changes. Changes, for example, will include information/Code for new equipment.

The Shed acknowledges the excellent work of The Australian Men's Shed Association in the preparation of their manual ("The Men's Shed Health & Safety Manual"), from which much of the content of this Code has been derived.

The Shed is a Member of The Australian Men's Shed Association and Men's Shed of WA. Both organisations have much helpful informative information on their websites: -

[AMSA](https://mensshed.org/) <https://mensshed.org/> and [MSWA](https://mensshedsWA.org.au/) <https://mensshedsWA.org.au/>

The Shed decided at incorporation in 2012 to be for Men only.

We support the objects of the Men's Sheds of WA stating: -

*Men's Sheds are a place for men to go throughout WA. Men's sheds provide a place where men can feel included and safe, where they can work on their projects and hobbies and give back to their community.*

The Objects of The Subiaco Shed, (as per the 2020 Rules of Association), are: -

- provide facilities, assistance, if necessary, and an environment where men can be creative and productive on both community and personal projects.
- provide the opportunity for men to associate and support each other.
- provide an environment where men's health issues can be raised and discussed.
- give men an opportunity to be valued in their community.
- promote wellbeing and understanding among men.
- maintain a safe working environment and provide guidance and instruction for the safe use of tools and equipment.
- expand men's educational and social networks; and
- promote intergenerational and cultural bonding.

## **Acknowledgement of support**

We acknowledge with gratitude the support of the City of Subiaco.

The City owns the Shed building, carpark and the surrounds, and our Shed is privileged to pay only a nominal rent and receive free utilities.

We acknowledge with gratitude the support of Lotterywest

## Regulations

### Application For Membership

Membership is open to all adult males over the age of 18 years.

Entry to the Shed by persons under the age of 18 is conditional on being accompanied by an approved carer, parent or guardian.

The Membership Application Form must be completed and approved by the Committee,

- a. you are entitled to a digital copy of the Rules of Association (Constitution) and this Code prior to admittance.
- b. by payment of your annual or prorated dues you agree to strictly abide by and be bound by the Rules and Code of the Shed.
- c. you will be required to undergo a formal induction process before you are allowed to enter the Shed or use any of the Shed equipment or facilities. You should allow a minimum 3 hours for this process.

Members will be asked to provide some personal medical information when they join. This is to ensure that members' specific health risks are known. This information is held confidential and only produced to emergency medical professionals in the event of an incident or emergency requiring medical intervention.

### Annual Dues

Annual dues are set yearly at the AGM. They are used largely to cover insurance costs and some ongoing maintenance costs.

### Opening Hours

The Shed is open Monday to Thursday 8:30am to 1:00 pm.

It is a requirement that a minimum of TWO members must be present at ANY time when using ANY Shed equipment.

## Induction

The Induction process has two components, Initial and Equipment Specific: -

1. New Members receive an Initial Induction to explain *inter alia*:
  - a. who we are and how we operate
  - b. who the Management Committee is,
  - c. who to seek advice from,
  - d. the facilities and equipment,
  - e. emergency Fire and Hazard procedures, location of Fire Extinguishers and Fire Exit and Muster Points,
  - f. location of First Aid and emergency telephone numbers and procedures
  - g. what equipment, we have, and
  - h. what equipment requires specific training.
  
2. Specific Inductions:
  - i. For training in use of equipment requiring some skill to operate safely,
  - j. To prevent injury to yourself and damage to our equipment,  
The Shed has a strict duty of care to its members in the maintenance of safe working procedures for the prevention of ANY injuries.
  - k. Members are not permitted to use any such equipment until the relevant induction is complete.
  - l. Prior skill or experience is recognized; however, equipment MUST be operated to Shed SWP requirements and as instructed by the Shed
  - m. For safety compliance and insurance purposes the Shed maintains a record of all inductions.
  - n. To maintain skills, recurrency training will be required: as decided by the Committee from time to time but will be a minimum of [12 months] by default.



## Emergencies

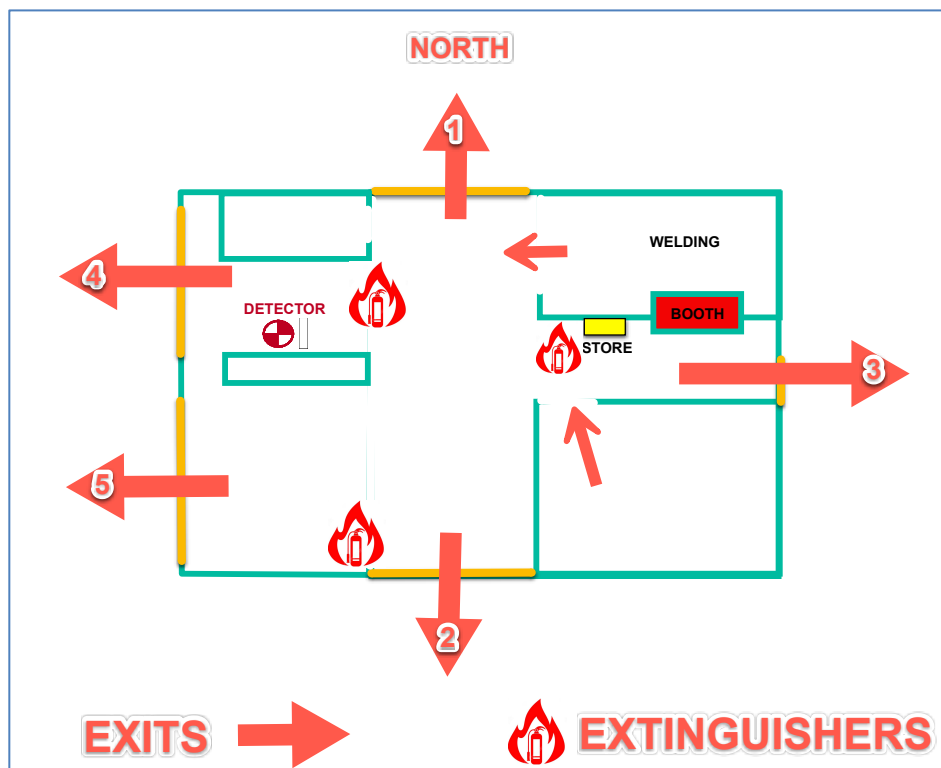
In the event of an emergency requiring evacuation of the Shed: -

Members must exit quickly but safely to the Muster Point.

The designated Muster Point is the rear undercover area of the adjacent Tom Dadour building or the front of the Tom Dadour in the event the Fire is more severe.

Emergency Exits are located:

- At the East end of the building down the corridor under the Emergency Exit sign and is adjacent to the paint booth. The door has a lever action opener.
- If egress is not available from the Exit above the next alternative is the North Roller door to the Tom Dadour car park; This door is normally opened, however it may be closed in an effort to contain a fire; then
- If egress is not available from the North Roller door the next alternative is the South Roller door, to the Park; This door is normally opened, however it may be closed in an effort to contain a fire.
- the Shed has an Emergency Plan- see Appendices.



e. Emergency Services and Ambulance dial 000

f. Police Attendance dial 131444

# GENERAL SHED REGULATIONS

## Powers and Authority

In this section are the Code and information of a general nature. A later section deals with specific instructions for our equipment.

The Code is designed such that: -

1. All members can operate safely for their benefit and the benefit of others,
2. There is prudent, efficient management and cost control,
3. Maintenance is minimized,
4. Equipment is kept in the best order possible ready for the next member to use.

All members must abide by all the Regulations.

A member who has been formally notified by any Committee member to have persistently broken any Regulation or combinations of Regulation risks having their membership terminated as per Section 9 of our Rules of Association.

The Committee has the authority by majority vote to amend this Code from time to time, and all members will be formally advised of changes. Such changes will usually be required when there is new equipment.

## The Law

The Shed is not an enclave, so State and Federal Laws, where they may conflict with our Shed Code, will always have precedence.

## Shed Boss

A Committee Member/s, or a member formally delegated by the Committee, is appointed on a roster basis to be the day's Shed Boss.

The Shed Boss role, by authority of the Committee, is to monitor activities to ensure that appropriate and safe processes are being used by attendees. He may decide that a situation or equipment is unsafe, or that a Member is operating contrary to this Code, and he has the authority to instruct a Member to remedy the situation or stop operating. His decision is not open to debate on the floor and in event there is a disagreement it may be referred to another member or members of the Committee.

## Car Parking

Members can park free of charge in the limited number of bays between The Shed and the Tom Dadour building on a first come basis. There is City approved signage advising our property rights with parking to the public unavailable. There is intense competition for the paid parking

slots around King Edward Memorial Hospital, so it is important that we preserve what free parking we have.

On nearby roadsides, Subiaco City parking fees apply with stiff fines for infringements.

## Register Attendance

Members must sign the Attendance Book upon arrival and departure from the Shed and affirm in that Attendance Book on leaving that they have left their workplace clean and tidy.

## 2-Man Rule

It is a requirement that a minimum of TWO members must be present at ANY time when using ANY Shed equipment.

## Children and Disabled Members

Children, under the age of sixteen are not permitted on the premises unless a Parent/Guardian accompanies them and assumes in writing full responsibility for their behaviour and safety.

Members must support a child-safe culture, and report to the Shed Boss any possible abuse or neglect.

Disabled Members, for their own and other members' safety must be in the company of a carer at all times. The carer will supervise the disabled member when he uses Shed equipment. The carer must be appropriately inducted to use the specific equipment used by the Disabled member.

In short the Shed has adopted the [Australian Public Service definition of disability](#).

*The definition of 'disability'<sup>1</sup> used for employment-related purposes (other than discrimination) in the APS is based on the Australian Bureau of Statistics' Survey of Disability, Ageing and Carers.<sup>2</sup>*

*Persons are considered to have a disability if they have a limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities<sup>3</sup>.*

## Change of Member's Health Status

Members must advise the President if they have a change in health status requiring revision of the personal file supplied when joining.

## Visitors

We welcome visitors who are members of other Men's sheds. However, for reasons of liability and insurance unless they have been formally inducted in the Shed and on the specific machinery, they cannot use our Shed equipment. Normally they would be expected to request that a job be done by a Shed member.

Visitors who are general members of the public may not use our equipment. Normally they would be expected to request that a job be done by a Shed member.

Women may not be members, but commonly visit the Shed for many reasons, mainly to arrange specific repair jobs. All members must abide by adult behaviour and societal norms so that visiting women feel respected and are not subjected to toxic masculinity.

## Conduct

Members shall not behave in such a way as to bring the cause of Men's Sheds into disrepute.

Disruptive and antisocial behaviour will not be tolerated.

Members must show respect and tolerance to other members who may have different views, attitudes, paces of work or low skill levels.

*Men's Sheds are a place for men to go throughout WA. Men's sheds provide a place where **men can feel included and safe**, where they can work on their projects and hobbies and give back to their community*

## Dress Standards

- Safety standards require members to wear closed footwear.
- Loose clothing which could get caught in machinery is not permitted and,
- Members must use gloves, ear and eye protection and dust masks (PPE) where designated elsewhere in this document, or where directed by the Shed Boss.
- Except for goggles and face shields, PPE is not supplied at Shed cost for all to use. Members must supply their own. However, if you have forgotten to bring your own there is generally a limited range in the Shed for temporary loan.
- Clothing with offensive word or pictorial content may not be worn.

## Alcohol, Smoking and Drugs

Responsible consumption of alcohol is allowed at Shed social functions nominated by the Committee or President; examples include our annual Christmas Party and monthly sausage sizzle.

Alcohol consumption is not permitted during normal Shed operations.

Tobacco smoking or vaping is NOT permitted in the Shed. The Shed and its immediate surrounds, owned by the City of Subiaco, are a designated Smoke-Free Area.

Persons under the influence of illegal drugs, or alcohol, may NOT use machinery, implements or tools, and may NOT attend during Shed operations.

Members are NOT to operate machinery or equipment while impaired by their Medication, drugs, or any other substance that may impair mental and motor skills.

## Safety

Members have a Duty of Care to themselves, their Shed colleagues, family members and visitors to operate safely in order that we can return home to our loved ones unharmed.

Responsibility for Shed Safety is everyone's business because safe operations are essential to everything we do.

Likewise, the Shed's Committee members have a key role in ensuring that safe practices are followed. Likewise, members who use the Shed's facilities have a corresponding duty to comply with safe practices and adjust any unsafe practices accordingly.

We Senior Citizens could heed this: 'Many senior athlete injuries happen when some of their physical strength and skills have lost their edge. Fear and pride take over and to avoid others from seeing them struggle, they push themselves to the point of injury'.  
*Golden Oldies Coach.*

Good Shed Health & Safety practice is to foresee what could go wrong and ensure that all reasonable steps are taken to avoid an incident/ accident that might cause injury or damage.

If you notice a new or hitherto unmanaged hazard it is your duty of care to notify the Shed Boss so the matter can be quickly rectified.

## Pets

With exception of Guide and Assistance Dogs approved by the President or Secretary animals are NOT to be bought into The Shed.

## Risk Management in the Work Area

There are 5 basic methods for [risk assessment and management](#).

1. Identify the hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide on precautions
4. Record your significant findings
5. Review your assessment and update if necessary

In designing a safe process, the concept of risk mitigation should be considered in the context of reduction of the risk to ALARP “as low as reasonably possible” level.

Selection of the right tool/s, piece of equipment and Safe Work Procedure for the job at hand may require some thought and seeking of advice. Doing so will reduce the probability of injury and damage to the work and equipment to as low as reasonably possible.

The Shed publishes **Safe Work Procedure** worksheets that describe the hazards, PPE, method of use and related matters for each machine.

These procedures are included in the Appendices of these Code and are compulsory.

### **Manual Handling of machinery, tooling and work pieces;**

- Lift with your back straight using your leg muscles as much as possible.
- For lifting, lowering, or carrying loads consider the following guidelines:
- Ensure you will be able to control the object to be lifted from its place of rest to its final destination.
- When seated do not lift loads greater than 4.5kg
- From the standing position, nothing in excess of 20kg.
- Bigger loads: get a buddy to assist.

## **First Aid**

The Shed has three First Aid Kits contained in a metal cupboard. They are positioned as follows

- a) two adjacent to the toilet door and
- b) one in the metalwork area.

Members at Induction will receive information on how they can be used and who may use them.

In the event of an injury the attending First Aider will triage the injury and in the first instance apply First Aid principles whilst in the event of an injury requiring treatment by medical professionals instruct another member to call 000 for an ambulance.

The shed location details are provided on the outside of the Medical cabinet.

If a First Aid kit is used, members must fill in the Incident Register to record all details of treatments.

The names of qualified First Aiders will be posted at the First Aid Stations.

If you notice that supplies in the First Aid Kits are missing or damaged you must immediately advise the Shed Boss, who in turn must rectify the matter.

## AED (Automated External Defibrillator) Defibrillator

The Shed has an AED (defibrillator) positioned on the end of the wall and entrance to the “Quiet Room. Its position and use will be included in the Induction process.

What is a defibrillator?

A defibrillator is a device that uses electricity to re-start the heart or shock it back into its correct rhythm.

It is used when someone appears to have a sudden cardiac arrest- a medical event when the heart suddenly stops pumping.

The defibrillator automatically analyses the heart rhythm and decides whether an electric shock is needed.

A recorded voice will give explicit instructions to the user, so they are suitable for use by **anybody** in an emergency. They guide you through each step of the process and won't give the person an electric shock unless it's necessary, **so you can't harm someone by using an AED.**

Some models ask you to press a button to deliver the shock, and other models deliver the shock automatically.

To give a person immediate cardiopulmonary resuscitation (CPR), a mouth tube is provided in the AED cabinet

Using an AED early on can greatly increase the chance of survival. The most important thing is having someone call 000 whilst deploying the AED quickly.

## Incident Management

Accidents, safety and medical incidents (and near misses) must be treated seriously.

Every incident or near miss signals a flaw in The Sheds Health & Safety practice. There may be insurance issues.

Therefore, strict compliance with the Shed practices that are contained within this document is required.

### RECORDING AND REPORTING

Each incident or near miss must be recorded and investigated to ensure that the facts are known. This information may be required by Insurers. It is used to improve our management practices if necessary, and to communicate issues to other Sheds to help prevent a reoccurrence.

An Incident Form is available for reporting and it includes a description of the incident, injuries or equipment damage sustained, persons involved and action taken.

## **If in doubt Ask**

If you have doubts about how to do something ASK a member, preferably the Shed Boss or a Committee member.

## **Buddy System**

If a job is dangerous or awkward, such as cutting and handling large pieces of wood, you must call on another member for assistance.

## **Quiet Room**

This air-conditioned space is where dust-free activities away from excessive noise can take place.

Shed members' personal files are held here and the accounting system is run from here. There is a small library of Reference Books and Equipment Manuals, laptops, tablets and PCs, an internet connection, printers and 70" 4K TV.

The laptops and tablets are available on loan to members.

YouTube, which contains any number of woodworking how-to's, is installed on the TV.

## **Morning Tea**

During morning tea from 1030 to 11 am, no equipment may be used and all fans and the Micronair dust extractor is turned off.

Morning tea is levied at \$1 per day, for which members are generously supplied with tea, coffee milk and a range of biscuits, buns and cakes.

We encourage members to arrange a quarterly payment for morning tea via EFT in the amount of their expected attendance; please talk to the Treasurer about this.



## Shed cleanliness, and Tool Management

Members must clean their workspace and surrounds, clean and return tools to their correct place, clean machinery and remove swarf, chips and dust and assist with a general shed clean-up, including the sweeping of floors.

Most tools and consumables have a marked place on a peg board or in a cupboard.

**Where they come from is where they must be returned**, so as not to inconvenience others and maintain a tidy Shed.

## Personal Projects

Members may work on personal projects or projects for their charities and the community as they see fit.

However, materials and consumables (wood, plywood, MDF, thinners, stains, paint, varnish, and other specialist items) used in the members work must either be provided by the member or an appropriate price paid for Shed resources.

Personal materials must be clearly labelled and stored in a convenient space. If the member is going to be absent for long periods (more than a few day) during the course of his project, it should not be stored on the benchtop.

WARNING. Material or projects that are not clearly labelled and stored appropriately will be disposed of after a warning.

## Hobbies and other Activities

The Shed is there for your enjoyment and encourages all appropriate activities.

Members can apply to the Shed Boss or Committee to undertake a hobby, or activity (project), not in the regular wood or metal work area such as Art Classes and Games.

The Committee may vary types of hobbies, or activities permitted.

## Personal Property and Projects in Progress

Members must label ongoing work with their name. The rule is if it does not have a member's name on it, it can be used by any other member.

Common sense should be used in determining if the project is inadvertently not labelled.

## Projects for charities or the public

A significant portion of our revenue (usually in the form of a donation) is derived in this manner and is encouraged.

Repair jobs and small furniture and construction jobs are undertaken for local charity organisations, schools, hospitals and the public.

Donations to the Shed, are supplied with an ordinary receipt, but payment is not compulsory.

Sometimes we undertake work for organisations who require a GST invoice which we can render. However, such work will not be quoted or tendered for without the permission of the Committee or the consent of the Shed Boss or his Delegate. This permission is also required to ensure a proposed job can be completed safely with our members' available skills.

## Donations as a Tax Deduction

For the moment our Shed is not a registered charity, so we cannot supply donation taxation invoices or receipts valid as Income Tax Deductions for Australian Income Tax purposes. However, in the interim if required, we can arrange for such receipts if the payments are made via the Men's Sheds of WA. The Shed is currently negotiating DGR status, and you will be advised when this is successful. It would also mean that the members subscriptions may become deductible for taxation purposes.

## Material Safety Data Sheet. MSDS.

A **Material Safety Data Sheet** (MSDS) is a document that contains information on the potential hazards (health, fire, reactivity and environmental) and how to work safely with the chemical product. It is an essential starting point for the development of a complete health and safety program.

A library of MSDS for material used in the Shed is available to Members and should be routinely consulted before using chemical and wood products.

## Maintenance, Damage and Breakage

The Shed, through the Induction and Safe Working Practise (SFW) instruction, attempts to impose standardised SFW for use on the machinery installed in the Shed. Members are **REQUIRED** to follow the published SFW.

If damage to equipment result from failure to follow the SFW the Member will be **REQUIRED** to pay for its repair.

### **If you break something it must be reported immediately.**

Do NOT try to fix it yourself unless the Shed Boss member after inspection authorizes it.

## Test Tags

Electrically powered or driven machines for your personal safety, must carry a valid “[Test Tag](#)” on the machine which is displayed with a testing date.

Tagging is performed regularly by the Shed or the Shed’s contractor, or anyone who is deemed under the Act and Code to be a “competent person”

Electrically powered machines or appliances that do NOT have a current Test Tag are NOT permitted to be or operated in the SHED.

If the machinery or appliance is disassembled in ANY way, the Test Tag is automatically voided, and it will require recertification by a certified competent person.

Prior to use handheld or operated electrical equipment, and electrical extension cables notwithstanding it carries a Test Tag, its plugs, case and its associated electrical cable should be inspected for integrity and the cable/cord inspected for cuts and crush damage along its entire length. Your life may depend on this.

If you notice something is requiring maintenance such as a blunt saw blade, new sandpaper strap on a sanding machine, or worn bearings, do not use the equipment unless a Shed Boss approves.

## Loan of Equipment

Members may borrow portable equipment and tools temporarily. The item/s and length of time it is borrowed must be on the basis that others are not inconvenienced by the item's absence.

There is a Borrow Book that must be used to register the loan period.

## Shipping Container/ Storage of timber

The shipping container and mezzanine area are used to store dressed and valuable timber. The shed committee may have marked some of the rarer timber with a bargain price to be paid to the Treasurer.

Undressed timber is in the outside rack area under the tarpaulin.

Timber NOT marked with a member's name can be used by any member.

The timber storage must be kept tidy, so after pulling out and inspecting a range of timber, or using only a piece, all timber must be returned to an ordered state.

After opening or closing the container ensure that the key is not left inside.

## Treated and Painted Wood

In the past, pine or similar timber was treated to repel white ants, using toxic arsenic and copper, so beware of recycled timber and use it carefully, avoiding dust inhaled by you and other members.

Old painted timber can be dangerous. Prior to circa 1950, paint contained a toxic lead base, it is therefore inadvisable to sand this material. It may be possible to use chemical strippers with caution.

Painted timber of any variety must not be sized with the thicknesser without the approval of the Shed Boss.

The use of paint stripper containing Dichloromethane (DCM) or methylene chloride, or methylene bichloride should be avoided unless the strict PPE procedures contained in the MSDS are followed.

## Checking nails in timber

When using recycled material members are **required** to use the metal detectors adjacent to the planer-thicknesser to check that there are no nails present in timber before using cutting, sizing or finishing equipment. Failure to do so may cause significant damage to the machinery and potential injury to the member. The cost of repair will be to the member's cost.

## Fees for materials

Wood, ply and MDF is commonly donated to the Shed, or is purchased by the Shed for certain projects.

In order for the Shed to receive some income and to discourage waste or excessive consumption, and allow members access to cheap materials, the Shed sells most materials for about one third of the price asked by our nearest Hardware shop.

Undressed and damaged timber may cost less if it cannot be satisfactorily dressed with our equipment.

Rare and special timber will cost more and usually has a price chalked on it by a Committee Member.

When buying timber, a member must agree on a price with the Shed Boss or other Committee member, and then arrange payment with the Treasurer.

## Fire and Emergencies

In the event of an emergency requiring evacuation of the Shed, Members must follow the instructions of the Shed Boss/Fire Marshall and exit quickly (do not run) and safely and assemble at the muster point in the rear undercover area of the Tom Dadour building. There is an Emergency Exit next to the paint booth and there are two roller doors normally kept open. It is possible one or both of these doors may be closed to prevent further spread of the fire due to draughts.

The Shed has an Emergency Plan- see Appendices.














Emergency and Ambulance dial 000

Police attendance dial 131 444

The Shed has two types of Fire Extinguisher installed

Fire Classification A, B and E. Dry Powder, a Solid Red cylinder with a White Band

Fire Classification A, B. Foam a Solid Red Cylinder with a Blue Band

Pre 1997	Current	Extinguishing Agent	A	B	C	E	F	Comments	D Metal Fires	
			Water Paper Plastic	Flammable & Combustible Liquids	Flammable Gases	Electrically Energised Equipment	Cooking Oils and Fats			
		Water	✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires	Use only special purpose extinguishers and seek expert advice.	
		Wet Chemical	✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment		
		Foam <sup>1</sup>	✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment		
		Powder	(ABE)	✓	✓	✓	✓	✗		Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different
			(BE)	✗	✓	✓	✓	✓		
		Carbon Dioxide	LIMITED	LIMITED	✗	✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires		
		Vaporising Liquid	✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent. 5 Yearly servicing must be done by ODS & SGG licenced persons		
		Fire Blanket	LIMITED <sup>2</sup>	LIMITED	✗	✗	✓	<sup>2</sup> Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire on clothes being worn by a person		

The Dry Powder A, B & E extinguishers are located

- on the wall next to the toilet
- next to the South roller Door

The Foam A, B extinguishers are located

- Opposite the Quiet Room door
- In the Metal work room.

You will receive at induction information and instruction on which fire extinguisher is suitable for specific types of fires

The Shed will conduct a Fire Drill from time to time.

## **Flammables and Dangerous Goods and Illegal Substances**

All flammable materials specifically those labelled Class 3 must be stored at closing time each day in the large Yellow Class 3 Flammables Cabinet.

Dangerous goods such as explosives, poisons, and illegal drugs and paraphernalia may not be brought into the Shed.

Empty drums of flammables must be disposed of carefully.

## **Paint, Stains, Paint Brushes, Thinners**

These are not supplied and paid for by the Shed as a normal resource for all to use. The paints and stains which exist (often in considerable quantity) have been donated or are left over from commissioned jobs, and unless labelled as personal property, can be used by all, but will not be replaced at Shed cost.

Care must be taken to clean out the gutters on cans, so lids are properly closed after the paint is used. It is frustrating to go to use some paint that is dried out because the lid has not been replaced properly.

For spray jobs the spray cabinet must be used with the fan TURNED ON; and TURNED OFF after it has fulfilled its function.

Spray cans: Follow the instruction on the can and keep the nozzle clean and ready for later use. When the nozzle has been cleaned it is useful to turn the can upside down and depress the nozzle briefly to clear it.

Paint is no longer being purchased for general use; you will otherwise need to bring your own for your jobs.

## Cleaning Brushes and cleaning equipment

Follow the “clean-up instructions” on the tin.  
Do NOT use the kitchen sink or the toilet sink.

## Consumables

Consumables supplied by the Shed at Shed cost include saw blades, bandsaw belts, sanding belts and pads, sandpapers, wood glues, 2-part epoxy glues, mineral turpentine, methylated Spirits, acetone, wood filler, shellac, rags, nails, screws, nuts and bolts, drill bits, welding rods, welding gases.

NOTE any of the above classified as Class 3 Fire Hazards are required to be stored in the Yellow Class 3 Fire Cabinet adjacent to the Spray Booth.

There are many consumables of relatively high cost. You will be expected to contribute to the cost of volatiles.

Choose your material wisely and decant a volume appropriate to the work. Do not use material directly out of the can.

There are many other donated consumables available to use such as hinges, knobs, brackets, screws pins and nails etc, but are normally not supplied routinely at Shed cost. WHAT DOES THIS MEAN?

## Own Equipment and Consumables

Members are encouraged to bring their own materials and consumables, (timber, paint etc) into the Shed, however, the Member's may not bring into the Shed personal electrical equipment, unless it is Test Tag approved as part of the Shed Test Tag protocols.

## Rubbish and Recycling

Small bins are scattered around to use. You will be expected to assist in emptying them into the large council bins and putting them onto Rokeby Rd verge each Tuesday.

Ensure recyclables are separated from general rubbish in the correct bins.

## Dust Extractor System

To ensure the large dust Micronair extractor unit is operating at its maximum efficiency blast gates on machinery that is not being operated should be closed.

Ensure the blast gate is open before you commence operating the machinery and closed when you have finished

Dust on the floor can be swept into a floor vent or removed using the large vacuum hose.

The dust from the Micronair is collected in a large bag contained in a wheelie bin. Members may be rostered to regularly empty the bag.

The Shed has received a grant to upgrade the dust extractor system, including the installation of some automatic blast gates.

## Vacuum Cleaners

These are employed in keeping the benches and equipment clean.

They must be checked and emptied before and after.

## Sweeping

The use of the Shed sucker wand is the preferred default method of wood dust and shavings removal. Where this is not possible, there are brooms to sweep shavings and dust from the floor into the floor dust sweeper.

Always sweep/push away from you to prevent raising dust into your lungs.

## Metalwork Room

This Shed has only recently added a metalwork area, and many of us are inexperienced in metalwork. Therefore, we need to be particularly careful with the necessary new skills. Working with metal poses some unique hazards that aren't found in carpentry or woodworking jobs.

You may not use metalwork equipment including cutters, grinders, welders unless you have received specific induction.

Information on the safe use of specific equipment is in the Appendices, but generally:

Equipment must be well maintained. We do not want injury from disintegrating angle grinder wheels for example.

PPE is very necessary:

- Eye protection for metal shards.
- Special welding masks; and protect the eyes of others from welding arcs.
- Gloves for sharp and hot metal and to prevent UV damage in welding.
- Fire proof jackets or apron for hot shards from welding and grinding.
- Correct use of welding equipment to prevent electric shocks, burns and gas explosions.

Ensure you have a well-ventilated area: Avoid toxic carcinogenic metal vapours from welding rods.



## Mezzanine Floor and Ladder

The mezzanine is not a working area. It is used for Shed storage, not for personal items, and it is NOT a dumping ground for materials not likely to ever be used.

It has a low clearance so be careful to avoid head injuries.

Access is via a ladderway, which has a safety barrier at the top.

If a member is unsteady on the feet or suffers vertigo the upstairs area is out of bounds.

General guidance on the use of ladders generally is to "...always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing."

- Members must face ladder when climbing up/down
- Members must use at least one hand while climbing, and cannot carry objects/loads that could cause the member to lose balance and fall.

To safely lift heavy or large items to or from the mezzanine, the immediate area around the ladder must be secured and a buddy must be called upon.

## Toilet and Kitchen

The Shed has a member who has kindly volunteered to maintain the toilet cleanliness.

Please help to maintain the same standard of cleanliness as you would have in your own home.

It is not up to someone else to clean up your mess. Clean means inoffensive and hygienic.

The kitchen has a Zip hot water faucet at mains pressure. It runs at near 100C, so please take special care to avoid scalding yourself and others.

There is a cold-water dispenser, in the Shed.

The Shed is not equipped to handle other than small amounts of food with adequate hygiene. Therefore, no food preparation for the public is permitted in the Shed.

## Covid and Communicable Diseases

Current Policy are:

**Covid Vaccinations required;** no vaccination means no attendance is permitted.

As per the WA State Guidelines for Medical and Aged Care support, issued from time to time, Masks of approved type to be worn.

If you are COVID Positive, notify the Shed. Stay away, until you return a negative RAT Test.

## Accidents

See Section on Incident Management.

## Insurances

The Shed carries insurance designed to protect our Assets and the continuing health and well-being of the Members.

It does NOT cover negligence or injury resulting from failure to follow the Shed Safe Working Practices.

Members must be financial within the terms of the Rules of the Association in order to be covered by the Shed's insurance.

## Audits

There is a bi-annual Shed audit, conducted by the Committee, to check the status of First Aid stations, revise the Inventory, check on equipment and building maintenance, and clean and sanitize the Quiet Room aircon filter.

## Breaches of the Regulations

**A Minor breach** of this Code would include isolated instances of:

- Swearing in an offensive manner.
- Unacceptable language.
- Unacceptable behaviour.
- Lapse in temper control.
- Failure to abide by any Regulation herein.

**Major breaches** are incidents involving:

- Repeated minor offences.
- Breaches of any Safety regulations.
- Breaches of the drug and alcohol policy.
- Bringing the good name of the Shed into disrepute.
- Instances of violent, threatening, or aggressive behaviour.
- Repeated disruption of the harmony and well-being of other members.
- Property damage.
- Illegal or unlawful behaviour.

- Theft of tools, property, or items of value.
- Failure to respond to the instruction of a Shed Boss or Committee counselling.

Breaches may result in a formal warning from the Committee, counselling the offender or terminating the offender's membership.

# **SPECIFIC and EQUIPMENT REGULATIONS**

## **Introduction**

In this section the Safe Working Procedure (SWP) for specific tools and equipment is set out.

Only members who have been assessed & approved, (i.e., Inducted), for specific items of equipment, such as power tools, are permitted to use them.

## **General Safety Procedures**

1. Do not operate machines whilst under the influence of drugs, alcohol, or medication
2. Wear approved eye & ear protection &, when necessary, hair covers & dust mask
3. Do not wear ties, loose gloves, or loose clothing
4. Never start a machine before clearing away nearby objects
5. Always use the guards & ensure they are correctly spaced from the cutter
6. Ensure there is enough space on the feed & exit sides for the workpiece
7. Where applicable ensure the Dust Extraction is "On" & functioning
8. Before starting, warn anyone using tools to prevent reaction to sudden noise
9. When switching "On" keep well clear of cutters
10. Allow the machine to get to full speed before contacting the workpiece
11. Turn the machine "Off" when a job is jammed.
12. When finished turn the machine "Off".
13. Wait for the cutter/blade to stop before removing the workpiece.
14. Always turn "Off" at the machine NOT the wall switch to prevent unexpected starts if someone else inadvertently operates the wall switch.
15. Clean-up to keep the area safe

## Malfunction

If a machine does not appear to be functioning correctly: STOP

- Unplug the machine from the power
- Put a 'Warning' notice on the machine
- Notify the Shed Boss or Committee Member.

## Maintenance

Some equipment needs constant attention to operate properly. A simple example is battery-operated drills- a member must not put it back on its rack without ensuring it is fully charged and ready for the next user.

## Portable Sanders

Do not operate these with worn sandpaper which is damaging the Velcro or rubber base. Members must not use lightweight mini-sanders on heavy-duty jobs. When the job is done, they must be cleaned, the dust collectors emptied, and significantly worn sandpaper must be replaced with new paper ready for the next user.

## Noise

Even if noise levels are below that which may damage hearing, it can contribute to other dangers by masking warning signals and hindering communication. Whenever possible, noise levels should be reduced by engineering controls.

Any person working in a high-noise area should wear personal hearing protection.

## Wood Dust Control

Wood dust produced by machining or sanding may be irritating to the eyes, respiratory system and skin. Prolonged exposure to wood dust may cause nasal and nasal cavity cancer by inhalation. A datasheet of types of timber whose dust is toxic or carcinogenic is included in the Appendices

Make sure the machine you are working on has its extraction vent open.

Make sure that the dust being created is being removed (the vent may be bogged up with small cut-off's).

## Chemicals

Members must be aware of risks associated with skin/eye/mouth/lungs when using chemicals, solvents, paints and other materials used in the Shed.

Members must wear appropriate protection, as advised in the Appended MSDS or advised by the manufacturer on the product itself when handling such materials. If in doubt, ask the Shed Boss to provide safety information before using materials.

## Ladders

Ladders are dangerous when not used properly. The older you are the more likely you will be seriously injured using a ladder. The Australian National Coroners Information System indicates:

- The average age of people who die in ladder-related accidents is 65 years old
- 32 per cent of deaths were in the 70–79-year age group
- 96 per cent of fatalities were male

The following precautions must be followed:

- Before use inspect the ladder for damage. DO NOT use if damaged
- Always place a ladder at a slope of 4 to 1 (75 degrees to the horizontal) and if necessary, fix securely at the top and bottom to prevent displacement/movement
- If used to access a workspace or platform, the top of the ladder must extend one (1) metre above the platform or into the space
- Ladders MUST NOT be placed at a doorway unless the door is locked or guarded
- Ladders MUST NOT be placed against windows, electrical fixtures
- Ladders MUST NOT be set up on scaffolding or elevated work platforms to gain extra height.
- Climbing: Use both hands to ascend or descend (except for the mezzanine ladder where one hand is sufficient if carrying something).
- Only one person is allowed on a ladder or steps at any one time
- DO NOT climb higher than the third rung from the top
- A second person needs to be on hand to steady the ladder or steps. If appropriate that person should wear a hard hat for protection against falling objects.
- Working On: All work is to be performed whilst facing the ladder.

Overreaching is NOT PERMITTED

The use of power tools on ladders is restricted to those tools which can be easily operated with one hand.

## Safe Working Procedure (SWP) Equipment Procedures

Here follows a summary of Procedures for our equipment. More detail for much equipment is in the Appendices which follow.

## OPERATING EQUIPMENT – SAFE USE

**ONLY APPROVED OPERATORS ARE ALLOWED TO USE MACHINERY.**

**CHECK GENERAL SAFETY PROCEDURES BEFORE OPERATION.**

### TABLE SAW

Risks:		Safety Controls:	
1.	Dangerous saw blade	1.	Wear GOGGLES
2.	Woodchips & dust in eyes	2.	Wear EAR MUFFS
3.	Noise	3.	Use PUSH STICKS

**Procedure:**

1. Check that there are no nails or screws in the piece to be cut
2. Adjust height of safety guard to suit thickness of timber to be sawn
3. Set height of saw blade
4. Check Dust Extractor is ON & Gate OPEN
5. Check position of Fence
6. Switch saw ON
7. Cut timber using PUSH STICKS for small pieces & at the end of the cut
8. Wait for saw to STOP before picking up the pieces
9. Turn saw OFF and close Extractor Gate
10. Clean up

## Safety Procedures for using a table saw.

- Wear safety glasses or goggles, or a face shield (with safety glasses or goggles).
- Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area.
- Wear protective footwear when required.
- Pay particular attention to the manufacturer's instructions on reducing the risk of kickback (when the wood can be violently thrown back toward the operator).
- Choose proper blades for the type of work being done.
- Keep blades clean, sharp, and properly set so that they will cut freely without having to force the work piece against the blade.
- Use the guards provided with the saw or ones designed for use with the saw that you are using. Keep them in place and in good working condition.
- Use a guard high enough to cover the part of the blade rising above the stock and wide enough to cover the blade when it is tilted.
- The blade height should be set so it does not extend more than about 3 mm above the height of the piece being cut.
- Ensure that the fence is locked in position after the desired width has been set.
- Hold the work piece firmly down on the table and against the fence when pushing the wood through.
- Ensure that there is adequate support to hold a work piece; use extension tables or roller supports at the side or back for larger pieces. If an assistant is at the back (outfeed) end of the saw, an extension table should be in place so the back edge is about 1.2 m from the saw blade. The assistant should wait for the work piece to reach the edge of the extension table and should not reach toward the saw blade.
- Feed stock into the blade against the direction of its rotation.
- Move the rip fence out of the way when cross cutting. Never use it as a cut off gauge.
- Cross cut only with the sled provided.
- Use a push stick when ripping narrow or short stock (e.g., when the fence is set less than about 15 cm from the blade; when the piece is less than 30 cm long or when the last 30 cm of a longer piece is being cut). Refer to ripping applications in the manufacturer's instruction manual.
- Use the push stick to remove the cut piece from between the fence and the blade.
- Keep hands out of the line of a saw blade.
- Use guard with a spreader (riving knife) and anti-kickback fingers for all ripping or cross cutting operations.
- Keep the body and face to one side of the saw blade out of the line of a possible kickback.
- Provide adequate support to the rear and sides of a saw table for wide or long stock.
- Be careful when waxing, cleaning, or servicing the table. Shut off and unplug (or lock out) a saw before doing any work on the saw.
- Keep area clean and clutter-free. Operate machines in a non-congested, well-lit area.
- Use the proper sawdust exhaust systems as required by operation.



## OPERATING EQUIPMENT – SAFE USE

**ONLY APPROVED OPERATORS ARE ALLOWED TO USE  
MACHINERY.**

**CHECK GENERAL SAFETY PROCEDURES BEFORE OPERATION**

### SLIDING COMPOUND SAW

Risks:		Safety Controls:	
1.	Woodchips & dust in eyes	1.	Wear GOGGLES
2.	Can cut fingers on blade	2.	Keep fingers clear
3.	Kickback from work piece.	3.	Ensure blade at full speed before commencing cut
4.	Noise	4.	Wear EAR MUFFS

**Procedure:**

1. Check guard is in place & functioning satisfactorily
2. Check that there are no nails or screws in the piece to be cut
3. Turn on Dust extractor
4. Place timber flat onto cutting bed & clamp into position against fence
5. For long cut pull saw back - keep well above the timber
6. Switch "On" - hold button down until blade has reached full speed
7. Lower and PUSH blade through timber - do NOT pull to cut
8. Release 'On' switch - wait for blade to stop
9. Lift saw & return it to its rest position
10. Remove work piece
11. Return Table to 0 deg angle
12. Clean up

## **Safety Procedures for using a mitre saw.**

- Wear safety glasses or goggles, or a face shield (with safety glasses or goggles).
- If work is dusty, use a respirator or dust mask.
- Wear appropriate hearing protection.
- Wear protective footwear when required.
- Keep one hand on the trigger switch and handle and use the other hand to hold the stock against the fence.
- Keep hands out of the path of the blade.
- Keep guards in place and in working order.
- Irregular or round (dowel) objects should be clamped in position.
- Use a crosscut or combination blade.
- Ensure that the blade rotates in the correct direction.
- Ensure that the blade and arbour collars are secure and clean. Recessed sides of collars should be against blade.
- Keep blade tight, clean, sharp and properly set so that it cuts freely and easily.
- Allow motor to reach full speed before cutting.
- Keep the work area clean. Cluttered areas and benches invite accidents.
- Reduce the risk of unintentional start-up. Make sure saw switch is in OFF position before plugging in.
- Unplug tools before servicing and when not in use.
- Check for damage. Repair or replace damaged parts.
- Keep motor air slots clean and free of chips.
- Use only the accessories designed for the specific saw and job.

### **What should you avoid when using a mitre saw?**

- Do not operate the saw on ground.
- Do not cut pieces smaller than 20 cm in length.
- Do not cut "free hand." The stock should lie solidly on the table against the fence.
- Do not reach around or behind the saw blade.
- Do not take your hand away from the trigger switch and handle until the blade is fully covered by the lower blade guard.
- Do not overreach. Keep proper footing and balance at all times.
- Do not force the saw. The saw cuts better and more safely at the rate for which it was designed.
- Do not leave the saw until it has stopped completely. Turn the power off and unplug the saw.

## OPERATING EQUIPMENT – SAFE USE

**ONLY APPROVED OPERATORS ARE ALLOWED TO USE MACHINERY.  
CHECK GENERAL SAFETY PROCEDURES BEFORE OPERATION**

### **BAND SAW**

<b>Risks:</b>		<b>Safety Controls:</b>	
1.	Sawdust in eyes	1.	Wear GOGGLES
2.	Noise	2.	Wear EAR MUFFS
3.	Blade Jams	3.	Do not Trap the blade
4.	Can cut fingers on blade	4.	Use push sticks - not fingers
		5.	Lower guard to just clear work

**Procedure:**

1. Check that there are no nails or screws in the piece to be cut
2. Turn on dust extractor and ensure gate is OPEN
3. Lower guard to just clear job- turn saw on
4. Move timber slowly onto blade, following design lines on timber
5. Do not trap the blade or go backwards through the cut
6. For complicated patterns use multiple cuts at different angles
7. If the blade jams - SWITCH OFF before moving the work piece
8. Keep Hands, Fingers & Arms away from the blade
9. Switch 'Off' at the machine & wait for blade to stop
10. Remove work piece

## Safety Procedures for using a band saw.

- The upper blade guide and saw band guard should be brought to within 10mm of the top of the highest part of the piece being cut. This will allow minimum contact exposure to the saw blade. This will also help to stabilize the blade to produce a better cut.
  - Make sure that there is nothing near the saw blade except for the material being cut.
  - A wood push block should always be used to push the material that is being cut so that there is no risk of injury to fingers or hands.
  - If the Rip Guide is being used, put the material against it.
  - Turn on the saw and wait until it is at full speed before cutting.
  - Using the wood push block, apply pressure to the work piece to push it into the saw blade.
  - Exert even steady force so that the saw blade can cut. As the cut is coming through the other end of the work piece lighten up on the pressure on it so that the saw blade does not forcefully come out of it.
  - Press the Emergency Stop button to turn the saw off.
  - Safety Note: Do not attempt to remove the cut piece from the saw until the saw blade has stopped.
  - Wait for the blade to stop then remove the work piece making sure not to grab the sharp cut edge.
  - Avoid touching saw-cut edges before they are de-burred. The edges are very sharp. To avoid cuts do not grab the cut edge. Grab the work piece behind the cut to move it, then deburr the cut edge with a file or belt sander.
  - Use a blade of an appropriate size and type. For example, do not force a wide saw to cut a small radius.
  - Use a special jig or fixture when cutting small pieces of stock.
  - Cutting a piece of tubing
    - Unrestrained tubing can rotate when it is being cut. To keep this from happening, a vise needs to be used. Select a vise that the tubing will fit in. Flip the vise upside down over the tubing and tighten the vise. This will keep it from rotating.
  - Sweep up saw chips and debris since these are slip hazards.
- PROTECT YOURSELF WITH PPE
    - Always wear safety glasses
    - Do not wear any rings or dangling jewellery
    - Long hair needs to be tied up or put into a bun

## OPERATING EQUIPMENT – SAFE USE

**ONLY APPROVED OPERATORS ARE ALLOWED TO USE MACHINERY.  
CHECK GENERAL SAFETY PROCEDURES BEFORE OPERATION**

### BENCH ROUTER

Risks:		Safety Controls:	
1.	Woodchips & dust in eyes	1.	Wear GOGGLES
2.	Rotating cutter very dangerous	2.	Keep fingers clear of cutter
3.	Kickback from work piece.	3.	Wait until Bit rotation stops Follow correct cutting direction
4.	Noise	4.	Wear EAR MUFFS

**Procedure:**

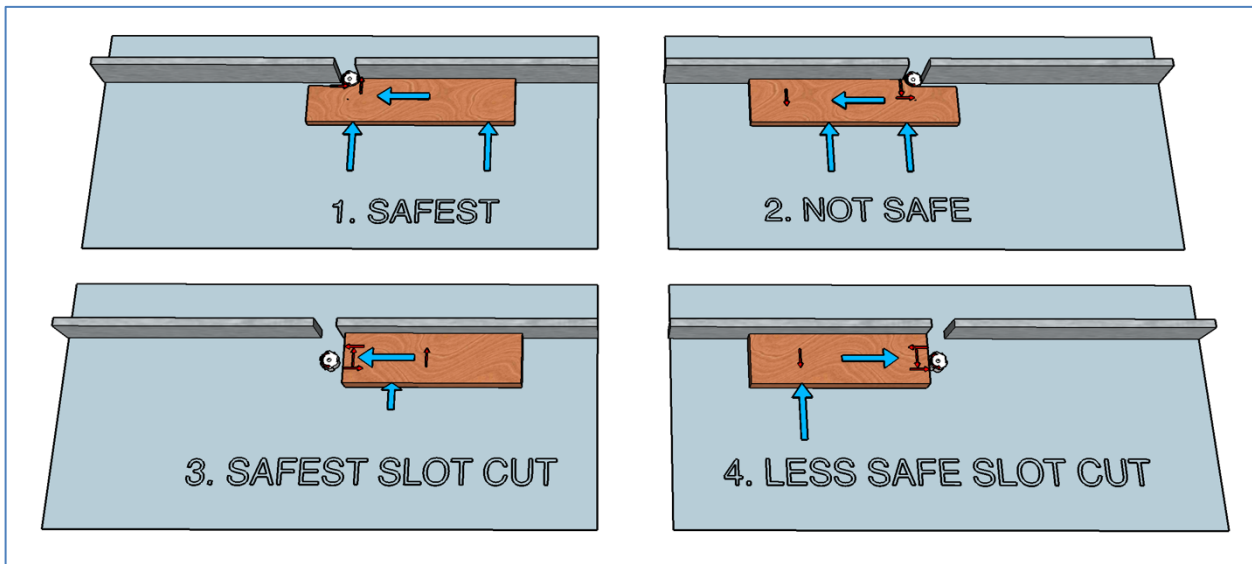
1. Ensure cutter bit is tightly locked in the chuck & free to rotate
2. Lock at the correct height using machine lock & adjustment lock nuts
3. Ensure guards are in place
4. Switch 'On' - allow to reach full speed
5. Check dust extraction is 'ON' and gate is OPEN
6. Hold wood firmly to table - feed edge to cutter - beware of kickback
7. Always feed the work against the direction of rotation of the bit
8. Use repeated small cuts rather than one deep cut

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## Safety Procedures for using a Router.

- KEEP THE STOCK SECURE
  - When using a router freehand, always make sure the workpiece is clamped down securely to your bench
- KEEP YOUR HANDS SAFE
  - When routing freehand, never use your free hand to hold the workpiece.
  - Whenever possible, use a push stick or push block. This is mandatory for smaller and/or narrower workpieces. It's also a good idea to use a feather board to keep the work pressed against the fence and/or table as you rout.
- UNPLUG THE ROUTER BEFORE ADJUSTMENTS
  - Always disconnect the power when changing bits, servicing the router, or mounting an attachment, such as a fence. Make sure the router's on-off switch is switched off before plugging it back in and confirm that the router's collet and attachments, clamps, etc. are securely tightened before powering the router back up.
- CHUCK THE BIT CORRECTLY
  - Inspect the chosen bit for damage or visible dullness. Insert the bit fully into the router's collet, then pull it out 1mm to 2mm. Leaving the bit in full contact with the bottom of the collet can cause it to loosen during routing. Don't over tighten the collet's locking nut. Always have at least ¾ of the shank's length in the collet.
- ALWAYS WEAR SAFETY GEAR
  - Wear proper eye, ear, and dust protection each time you rout. Don't wear loose fitting clothing or jewellery which might accidentally come afoul of the bit. If you have long hair, wear it up or keep it under a hat.
- START AND STOP THE CUT SAFELY
  - Never start up a router with the bit in contact with the workpiece. When the cut is finished, make sure the bit is clear of the work before switching the router off. When working freehand, wait until the bit stops spinning before you set the router down.
- ROUT IN THE RIGHT DIRECTION
  - The workpiece should always be fed against the rotation of the bit.
- TAKE LIGHT CUTS
  - Rout a large edge profile, a deep groove or a wide dado in a series of passes, rather than in a single pass. When routing an edge profile with a router table, make your first pass(es) with the bit protruding just slightly beyond the fence, then move the fence back a little for each subsequent pass.
- NEVER FORCE THE ROUTER
  - Never force the router through the cut. If excessive feed pressure is needed, reset the bit for a lighter cut. If routing scorches the wood, it's likely that your bit is dull and needs sharpening or replacement.
  - Anytime you detect unusual noise or vibration, stop the router immediately and inspect it and the bit for damage.
- SAVE LARGER BITS FOR THE ROUTER TABLE
  - Bits larger than 25mm in diameter or longer than 30mm should not be used in a freehand router—switch to a router table for those cutters.
- DON'T TRAP THE STOCK

- When shaping an edge on the router table, always rout with the bit inside the fence and the material edge against the fence—never rout the far edge, which traps the stock between the bit and the fence.
- ROUT SMALL PARTS SAFELY
  - When a part is too small to hold safely while routing on a router table, secure the part in a jig such as a coping sled or other sliding carrier. If the part has parallel (or near-parallel) sides, an option is to hold it in the jaws of a wooden hand screw-type clamp. An even better option is to do as much routing as you can on a larger piece of stock, and then cut it down to its final size after the routing is complete.



## OPERATING EQUIPMENT – SAFE USE

**ONLY APPROVED OPERATORS ARE ALLOWED TO USE MACHINERY.  
CHECK GENERAL SAFETY PROCEDURES BEFORE  
OPERATION**

### DRILL PRESS

Risks:	Safety Controls:
1. Shavings in Eyes	Wear GOGGLES
2. Clothes/hair caught in machine	Wear HAIR COVER, tight sleeves
3. Drill can catch job and spin it	Keep HANDS away from drill bit Clamp down work piece
4. Chuck key left in - can throw out when machine starts	Remove Chuck Key

**Procedure:**

1. Lock drill bit in chuck using chuck key
2. Locate drill bit over target mark. If possible, clamp down the work
3. Turn on machine - wait for full speed
4. Using manual lowering arm, move drill through material, backing off to clear swarf if necessary
5. Do not move material during the drilling operation
6. Lift drill to its rest position, turn off & wait until rotation of the bit stops
7. Remove work piece
8. Clean up – use a brush, not hands, to sweep drill shavings

Note: If drilling through a job ensure sacrificial wood base is in place into which drill bit will run. Do not drill into the metal table.



## Safety Procedures for using a Drill Press

1. Run drill at correct RPM for diameter of drill bit and material.
2. Always hold work in a vise (not hands) or clamp to the drill table.
3. Use a correctly ground drill bit for the material being drilled. A supervisor can help select the correct bit.
4. Use the proper cutting fluid for the material being drilled. Ask about the appropriate fluid for the material you are machining.
5. Remove chips with a brush, never by hand.
6. Ease up on drilling pressure as the drill starts to break through the bottom of the material.
7. Don't use a dull or cracked drill. Inspect the drill before using.
8. Don't drill with too much pressure.
9. Always try to support part on parallels or a backing board when drilling thru material.
10. Never try to loosen the drill chuck while the power is on.
11. Never clean a machine while it is in motion!!
12. If the drill binds in a hole, stop the machine and turn the spindle backwards by hand to release the bit.
13. When drilling a deep hole withdraw the drill bit frequently to clear chips and lubricate the bit.
14. Always remove the drill chuck key, or, the drill drift from the spindle immediately after using it.
15. Wear safety eye protection while drilling.
16. Let the spindle stop of its own accord after turning the power off. Never try to stop the spindle with your hand.
17. Plexiglas and other brittle plastics can be difficult to drill. Ask a trainer for advice on drill and coolant selection when drilling these materials.
18. Lower the drill spindle close to the table when releasing the drill chuck or taper shank drill to reduce the chance of damage should they fall onto the table.
19. Remove taper shank tools from spindle or sleeve with a drill drift and hammer.
20. Never place taper shank tools such as large diameter drills or tapered shank reamers in a drill chuck. Only straight shank tools such as standard drills can be clamped in chucks
21. Always clean drill shank and/or drill sleeve, and, spindle hole before mounting.

## OPERATING EQUIPMENT – SAFE USE

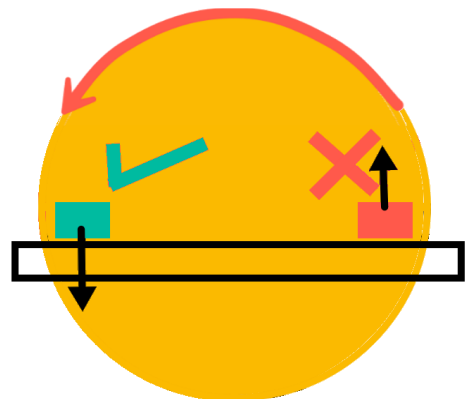
**ONLY APPROVED OPERATORS ARE ALLOWED TO USE MACHINERY.  
CHECK GENERAL SAFETY PROCEDURES BEFORE  
OPERATION**

### BELT SANDER & DISC GRINDER

Risks:	Safety Controls:
1. Dust	Wear GOGGLES, open air gate
2. Clothes caught in machine	Wear tight clothing
3. Disc can catch job and lift it	Use the 'down' side of the disc Keep hands clear of belt/disc Ensure table is level and secure Use the guide

#### Procedure:

1. Adjust disc table as required
2. Switch on and wait for belt/disc to reach full speed
3. Adjust work piece gauges and guides
4. Ensure dust extraction on and shut off gate is 'open'
5. Always feed the work against the rotation of the belt
6. Hold Work piece lightly in position on belt/disc- beware of 'kick back'
7. Switch off at machine- not at the wall
8. When belt rotation stops, clean up
9. Sand on the downside, not upside





## Safety Procedures for using the Belt Sander and Disc Grinder

### PRE-OPERATIONAL SAFETY CHECKS

- Check the room and walkways to ensure there are no slip/trip hazards present.
- Ensure you are familiar with the operation of the ON/OFF DOL switch and emergency stop.
- Check the sanding disc table is set not more than 2mm from disc.
- Check the finishing belts and discs are both in a serviceable condition.
- Ensure the operator be positioned out of direct line of abrasive belt at all times.
- Ensure dust extraction is on before operating either sanding machine.
- Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

- Both components of this combination machine should NOT, where possible, be operated simultaneously.
  - Allow machine to reach maximum revolutions before operating to avoid overloading.
  - NEVER attempt to sand very small items, lift or tilt the material while sanding.
  - Always place material on the table and on the downward side of the disc travel to hold it securely on the table surface.
  - Hold material firmly against stops or table before applying pressure on abrasive disc or belt.
  - Keep fingers clear of sanding disc or belt while sanding.
  - NEVER attempt to or try to sharpen metal items.
  - NEVER leave the machine while it is running.
  - Before making adjustments switch off and bring the machine to a complete standstill.
- 
- HOUSEKEEPING
  - Switch off the machine and leave the floor area in a safe, clean and tidy state.

- Make sure good housekeeping practices are in place to minimise dust/waste build-up.

## OPERATING EQUIPMENT – SAFE USE

**ONLY APPROVED OPERATORS ARE ALLOWED TO USE MACHINERY.  
CHECK GENERAL SAFETY PROCEDURES BEFORE  
OPERATION**

### WOOD LATHE

Risks:	Safety Controls:
1. Risk of entanglement	1. No loose clothing/long hair
2. Wood Chips in eyes/Noise	2. Wear safety glasses/ear muffs
3. Work/Chuck rotating at speed	3. Keep hands clear of work/chuck.
4. Work piece can fly out at start-up	4. Check work piece position, centre and rotation of direction prior to start

#### **Procedure:**

1. Seek instruction if not fully familiar with the wood lathe
2. Adjust and centre the work piece before work
3. Ensure chuck installed correctly and adjusted for work piece
4. Lock Tail Stock and Tool Rest in position
5. Set rotation speed and direction appropriate for the work
6. Ensure dust extraction **on**, shut-off gate is **open**, position chip collector
7. Switch on and wait for work to reach set speed
8. Make small cuts with appropriate hand tool

#### **What should you do before using a wood turning lathe**

- A wood turning lathe can be dangerous if not used properly.
- Read the owner's manual carefully.
- Make sure you understand instructions before attempting to use any tool or machine.
- Only experienced and trained lathe operators should be allowed to operate lathes.
- Learn the applications and limitations before use.

- Refer to Woodworking Machines - General Safety Tips for general safety precautions.

## **Safety Procedures for using a wood turning lathe.**

- Wear safety glasses or goggles, or a face shield (with safety glasses or goggles) to protect yourself from flying chips.
- Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area.
- Wear a dusk mask when dust is generated (e.g., during sanding operations).
- Wear protective footwear when required.
- Work in well-lighted area.
- Before the lathe is turned on, ensure that all clamps and fittings are secure and that the work piece is free to turn.
- Use stock free of defects.
- Hold tools firmly with both hands and against the tool rest.
- Hold the stock securely on the faceplate or between the centres.
- Use only furnished or approved tools.
- Use sharp, well-maintained chisels and gouges.
- Select a speed that is appropriate for the job. Operate the lathe at a low speed and use a moderate cut depth to prevent splinters from flying out during roughing operations. The actual speed of the lathe depends on type of wood, a diameter of stock, nature of work being done and type of tool used.
- Adjust tool rests so that they are parallel and as close as possible to the stock. They should also be set high enough so that tools will cut into the wood slightly above the centre of the work being turned.
- Remove the tool rest when sanding or polishing.
- Use appropriate tools to hold the sand paper or emery paper whenever possible. Examples include a 'nut cracker' or the paper fixed to a piece of flat wood. If you must use your hands always hold the paper in a way that will not allow the paper to catch, pull or entangle around the stock.
- To make a faceplate turning, the one hand steadies the tip of the chisel, which holds the edge against the tool rest while the other hand guides the tool. Keep the tip of the chisel held higher than the handle

### **What should you avoid when working with a woodturning lathe?**

- Do not wear gloves, loose clothing, rings or jewellery around the neck that can hang outside one's clothing. Clothing should be comfortable but not so loose that it can catch on the machine or get entangled with any rotating parts or the wood being turned; shirts should be tucked in and long hair tied back.
- Do not leave a running lathe unattended - leave only after the lathe has been turned off and it has come to a complete stop.
- Do not use makeshift tools.

- Do not use stock containing checks, splits, cracks, or knots.

## OPERATING EQUIPMENT – SAFE USE

**ONLY APPROVED OPERATORS ARE ALLOWED TO USE MACHINERY.  
CHECK GENERAL SAFETY PROCEDURES BEFORE  
OPERATION**

### PLANER/THICKNESSER

1. Risk of entanglement	1. No loose clothing/long hair
2. Wood Chips in eyes/Noise	2. Wear safety glasses/ear muffs
3. Cutters rotating at high speed	3. Keep hands clear of cutters
4. Striking	4. Ensure guards are in place
5. Kickback from work piece	5. Do not stand behind work piece
	6. Follow correct cutting direction

#### Procedure:

1. Check for nails or screws in piece to be thickened/planed
2. Adjust depth of cut for light pass-make small cuts
3. Adjust work piece gauges and guides
4. Ensure guards are in place
5. Ensure dust extraction on and shut off gate is 'open'
6. Switch on and wait for cutter to reach full speed
7. Always feed the work against the rotation of the cutter
8. Hold Work piece in position against guides-beware of 'Kick Back'
9. Use push sticks where required for small work pieces
10. Switch off at machine- not at the wall
11. When cutter rotation stops, remove work piece



12.Clean up

## Safety Procedures for using the Planer/Thicknesser

- Safety glasses and hearing protection are required.
- Remove tie, rings, watch, other loose clothing and jewellery, and roll up sleeves.
- Never wear gloves when operating planer.
- Don't raise or lower table while stock is in planer.
- Always run dust collection with planer.
- Keep hands 100mm away from planer infeed area.
- Watch for pinch points between planer and board.
- Do not try to remove more than 1mm at a time.
- Do not plane stock less than 5mm thick.
- Plane one piece at a time or butt them end to end. Never plane side by side.
- Don't plane material shorter than 200mm
- Check material for nails, screws or other metallic objects.
- Don't plane dirty material or material that has paint or sand on it.
- Always plane with the grain.
- Be cautious of loose knots, splits and other defects in wood. These defects can jam planer or cause kickback.
- Never run materials containing nails, screws or other metallic objects.
- Don't remove debris unless planer has come to a complete stop and is locked out.
- Don't look into the planer while it is running.
- Never stand in front of or behind stock going through planer.
- If machine is malfunctioning stop immediately and report to supervisor.

### Operation

- Put on your safety glasses and hearing protection.
- Clean stock with brush and check for defects and metal.
- Check the table and idler rollers for debris. Do not remove with hands.
- Set table 1mm less than thickness of board. When planing bowed or cupped stock take into account the bow or cup.
- Open blast gate.
- Turn on dust collection.
- Turn on planer.
- Make sure the cutter head is at full speed before placing piece in the planer.
- Plane stock from thickest to thinnest. This applies to single tapered boards or multiple boards of varying thickness.
- Turn cup of board concave down.
- Once feed rollers have taken grip of the piece let go. Don't try to move piece once this has occurred.
- Do not take hold of piece until it has cleared finish roller or begins to bend down. Note that even with the dust collection on chips will still exit out the back of the planer.
- After enough passes have been performed to obtain desired thickness turn off planer.
- Once planer has come to a complete stop clean all debris from within and around planer.

## OPERATING EQUIPMENT – SAFE USE

**ONLY APPROVED OPERATORS ARE ALLOWED TO USE MACHINERY.  
CHECK GENERAL SAFETY PROCEDURES BEFORE  
OPERATION**

### METAL LATHE

1. Risk of entanglement	1. Eliminate loose clothing/long hair
2. Injury, cutting, stabbing etc	2. All guards in position.
3. Chuck rotating at high speed	3. Machine is electrically isolated before adjustment
4. Striking injury	4. Keep hands clear of chuck
5. Swarf in eyes/Noise	5. Check work piece & tooling are secure 6. Wear safety glasses/ear muffs

#### Procedure:

1. Seek instruction if not fully familiar with the metal lathe
2. Ensure guards are in place
3. Ensure rotation direction set and correct
4. Secure work piece in the chuck and lock
5. Select the right cutting tool for the job
6. Adjust and secure tooling and tail stock in position
7. Switch on and wait for chuck/work

## Safety Procedures for using the Metal Lathe

### What should you know before using a lathe?

- Lathes can be dangerous if not used properly.
- Read the owner's manual carefully.
- Make sure you are properly trained before operating a lathe.
- Refer to Metalworking Machines - General for basic safety tips.

### What are some good safety principles to follow when using a lathe?

- Wear appropriate CSA-certified safety glasses. It may be necessary for others in the area to wear safety glasses too as objects will fly off the work.
- Make sure entanglement hazards are removed (e.g., loose clothing, jewellery, etc.). Tie back and confine long hair.
- Keep the floor free from obstructions, or slip hazards.
- Make sure the lathe has a start/stop button within easy reach of the operator.
- Make sure the lathe has an emergency stop button (e-stop).
- Follow job specifications for the speed, feed and depth of cut for materials being turned. Make sure all work runs true and is centred.
- Centre-drill work deeply enough to provide support for the piece while it is turning.
- Secure and clamp the piece being worked.
- Adjust tool and tool rest so that they are slightly above the centre of the work.
- Use a lifting device to handle heavy chucks or work. Refer to Materials Handling for additional information.
- Inspect chucks for wear or damage. Flying pieces can be very dangerous.
- Remove chuck wrench immediately after adjusting chuck.
- Use a barrier guard when operating the lathe in semi-automatic or automatic mode.
- Guard all power transmission parts.
- Remove all tools, measuring instruments and other objects from saddle or lathe bed before starting machine.
- Keep all lathe cutting tools sharp.
- Ensure that the chip and coolant shields are in place.
- Shut off the power supply to the motor before mounting or removing accessories.
- Stop lathe before taking measurements of any kind.
- Use a vacuum, brush or rake to remove cuttings only after the lathe has stopped moving.
- Keep working surface clean of scraps, tools and materials.
- Keep floor around lathe clean and free of oil and grease.

### What steps should you follow when filing?

- This procedure is done by hand. Take extra care because it involves reaching over rotating work.
- Cover lathe bed with paper.
- Set lathe at twice the speed used for turning.
- Adjust work freely between centres. If available, use a rotating dead centre.
- Disengage lead screw by placing the reverse lever in a neutral position.
- Select a suitable long-handled lathe or mill file with a properly fitted handle.

- Grip file handle in left hand and use the fingers of the right hand to balance and guide file at the point. This method ensures that arms and hands will be clear of the head stock.
- Grip file handle
- Move file along work after each stroke so that each cut overlaps approximately one half the width of the file.
- Use long strokes, applying pressure only on forward stroke.
- Use approximately 40 strokes per minute.
- Clean loaded file with file brush and rub file teeth with a little chalk.

**What are some things you should avoid doing?**

- Do not wear gloves, rings, watches or loose clothing. Tie back and confine long hair.
- Do not lean on machine. Stand erect. Keep your face and eyes away from flying chips.
- Do not make adjustments while the machine is operating. Wait until the machine has come to a complete stop.
- Do not place hands on work turning in the lathe.
- Do not use callipers or gauges on a workpiece while machine is moving.
- Do not make heavy cuts on long slender pieces because the work could bend and fly out of the lathe.
- Do not leave lathe unattended while it is running.

## **BASIC HAND TOOLS**

### **Safety Procedures for using hand tools.**

- Select the right tool for the job. Substitutes increase the chance of having an accident.
- Use tools designed to allow wrist to stay straight. Avoid using hand tools with your wrist bent.
- Ensure that you are properly trained in the safe use of hand tools.
- Use good quality tools.
- Keep tools in good condition at all times.
- Inspect tools for defects before use. Report defective tools.
- Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact.
- Replace cracked, splintered, or broken handles on files, hammers, screwdrivers, or sledges.
- Ensure that the handles of tools like hammers and axes fit tightly into the head of the tool.
- Replace worn jaws on wrenches, pipe tools and pliers.
- Redress burred or mushroomed heads of striking tools.
- Pull on a wrench or pliers. Never push unless you hold the tool with your palm open.
- Point sharp tools (e.g., saws, chisels, knives) lying on benches away from aisles and handles should not extend over the edge of the bench top.
- Maintain tools carefully. Keep them clean and dry, and store them properly after each use.
- Carry tools in a sturdy tool box to and from the worksite.
- Wear safety glasses or goggles, or a face shield (with safety glasses or goggles) and well-fitting gloves appropriate for the hazards to which you may be exposed when doing various tasks.
- Keep the work environment clean and tidy to avoid clutter which may cause accidents.
- Use a heavy belt or apron and hang tools at your sides, not behind your back.

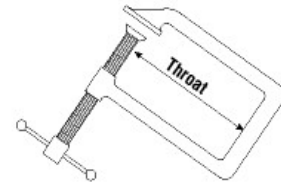
**What should I avoid when using hand tools?**

- Do not use tools for jobs they are not intended to do. For example, do not use a slot screw driver as a chisel, pry bar, wedge or punch or wrenches as hammers.
- Do not apply excessive force or pressure on tools.
- Do not cut towards yourself when using cutting tools.
- Do not hold the stock in the palm of your hand when using a cutting tool or a screwdriver.
- Do not wear bulky gloves to operate hand tools.
- Do not throw tools. Hand them, handle first, directly to other workers.
- Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work. If working on a ladder or scaffold, tools should be raised and lowered using a bucket and hand line.
- Do not carry a sharp tool in your pocket.

## CLAMPS

### Safety tips for using clamps:

- Wear safety glasses or goggles, or a face shield
- Select the proper clamp style and size by matching the work-holding requirements of the job with the following clamp features:
  - strength and weight (e.g., consider rail size and nominal clamping pressure)
  - opening (length of reach)
  - throat depth (depth of reach)
  - ease of adjustment
  - clamping surfaces (material used and size)
- Ensure that the swivel at the end of the screw turns freely before using.
- Dispose of clamps with bent frames; replace bent spindles, if possible.
- Ensure that the pressure plate and anvil parts of the clamp are in full contact with the workpiece before tightening.
- Close the jaws until the clamp feels tight. For example, when gluing, some glue will be squeezed out, a sign that it is tight enough.
- Use pads with C-clamps to avoid marking the work.
- Remove clamps as soon as the job is finished. Clamps serve only as temporary devices for holding work securely in place.
- Keep all moving parts of clamps lightly oiled and keep tools clean to prevent slippage. Also make sure there is no dirt or oil on any part that will come in to contact with the work.
- Store C-clamps by clamping them in a rack, not in a drawer.



### What should I avoid doing?

- Do not use extra-large clamps just for the sake of their large throats. Instead, use, deep-throat clamps.
- Do not use any clamps that have a bent frame or a bent spindle.
- Do not use wrenches, pipes, hammers, or pliers to tighten clamps. Use wrenches only on clamps especially designed for wrenches.
- Do not hoist or pull with C-clamps. Use special lifting clamps.
- Do not use C-clamps to construct scaffolds or platforms for workers.



## **APPENDICES – Separate Documents**

- 1. Policies and Procedures**
- 2. Induction Recording System**
- 3. Emergency plan.**
- 4. Risk and Incident Management System  
Incident Form**
- 5. Dangerous timber dust data**
- 6. Safe Work Procedures for all equipment.**
- 7. Material Safety Data Sheets (MSDS)**

**ALSO: PLEASE READ THE LABELS**