

# Sandon Woodturners



## Safety Policy

The Committee and Members of the Sandon Woodturners Club have an ongoing commitment to H&S for the benefit of members and visitors to our Club workshop and external demonstrations. At its Annual General Meeting on 29th May 2018 members accepted a motion to adopt the following documents related to H&S.

- Workplace Health and Safety Policy
- Details of Club and Member Responsibilities
- Machines Procedure and Additional Safety Rules
- Corrective Actions procedure
- Use of privately owned tools procedure

This document is now the policy of the Sandon Woodturners Club. All members and guests should be familiar with the contents of this document and comply with its directions. Please ask a committee member about any details that require clarification or further understanding. Members can view a copy of this document which is located in our library and on the Club's website

**N.B. Whilst this document is primarily concerned with safety on the club's premises, some sections are included to provide advice on safe practices that should be followed in members' own workshops.**

As part of our ongoing improvement policy, the committee welcomes all suggestions and amendments to this document and future documents.

## Workplace / Health and Safety Policy

### 1. CLUB RESPONSIBILITY :

The Sandon Woodturners Club will do everything in its power to ensure the safety and well-being of members by ensuring equipment and machinery are maintained in a safely functional condition and that safe working conditions are maintained.

- All electrical appliances and machines will be tagged and tested annually.
- Any faults or malfunctioning of machinery should be reported to committee at the earliest possible time.
- Any defective machinery shall have a notice attached "Out of Order DO NOT USE" while that machine is being restored to functional condition.
- The Club will ensure that suitable safety guards are in place on all machinery where they are deemed necessary. These guards must not be removed when the machine is in operation.
- Instruction in the use of machinery will be provided by The Club to any member wishing to use that piece of machinery.

- At least two persons must be present when machines are being used.
- The Club will hire demonstrators to provide instruction in the crafts undertaken by the Club.
- The Club will provide basic first aid equipment.
- Fire exits will be clearly identified and appropriate fire extinguishers provided. Signed assembly area at bottom of slip road to site.

## 2. MEMBERS' RESPONSIBILITY:

Members are required to follow procedures contained in this document and accept responsibility for their actions at the club's premises or on any club-sanctioned activity outside the club environs.

Members are responsible for ensuring that their attendance is recorded on the attendance register on arrival.

Woodworking can be dangerous if safe and proper operating procedures are not followed. As with all machinery, there are certain hazards involved with the operation of the product.

Using machinery with respect and caution will considerably lessen the possibility of personal injury. However, if normal safety precautions are overlooked or ignored, personal injury to the operator and others may result.

Safety equipment such as push sticks, hold-downs, goggles, dust masks and hearing protection can reduce your potential for injury. But even the best guard won't make up for poor judgment, carelessness or inattention.

Always use common sense and exercise caution in the workshop!

If a procedure feels dangerous, or you are not fully confident, **DON'T TRY IT!** Ask for assistance from an experienced member.

### **REMEMBER:**

Your personal safety is your responsibility! Members are required to read this document and comprehend the information and procedures relevant to the machinery they wish to use.

- Members must achieve a basic level of competency and confidence on any machine before attempting to use it alone. It is the responsibility of individuals to ask for assistance when the required level of confidence has not been reached.
- Members must report any malfunction or defect of a machine immediately to a committee member and to place an "OUT OF ORDER" notice on the machine. These notices must never be removed until the machine is returned to usable condition.
- Members must ensure that a visual check of any machine is carried out before use. All required guards are to be in place before use of the machine
- Members must clean up machines and workplace before leaving the premises, leaving the workplace and machines in a clean and safe condition.
- Members should not distract anyone using a machine, while the machine operator should turn off the machine and wait till it is stopped before engaging with another person.

## MACHINES PROCEDURE

### BASIC SAFETY RULES – ALL MACHINERY

**KEEP WORK AREA CLEAN** – cluttered areas and benches invite injuries. Ensure there is room to work.

**CONSIDER WORK ENVIRONMENT** – don't use power tools in damp or wet location, or expose them to rain. Keep work area well lit. Don't use power tools in presence of flammable liquids or gases.

**DO NOT** operate while under the influence of drugs, alcohol or medication.

**KEEP NON-MEMBERS AWAY** – All visitors should be kept outside of work area unless accompanied by member.

**DON'T FORCE MACHINE** – it will do the job better and safer at the rate for which it was designed.

**USE RIGHT MACHINE** – don't force small machines or attachments to do the job of a heavy duty machine. Don't use machines for purposes not intended; for example, don't use a circular saw for cutting tree limbs or logs.

**WEAR PROPER APPAREL** – do not wear loose clothing or jewellery. They can be caught in moving parts. Suitable enclosed footwear is required. Wear protective hair covering to contain long hair.

**USE SAFETY GLASSES** – also use face or dust mask if cutting operation is dusty and it is advisable to use full face shield whilst turning on the lathe.

**DON'T ABUSE CORD** – never carry machine by cord or yank it to disconnect it from power supply. Keep cord from heat, oil and sharp edges. Don't walk on or push wheeled items over cords.

**DON'T OVERREACH** – keep proper footing and balance at all times.

**SECURE WORK** – use clamps or a vise to hold work. It's safer than using your hand and it frees both hands to operate machine.

**CHECK TOOLS/MACHINES** – inspect all tools before and after use. Report any damage to a committee member. Never return any equipment which is broken or damaged.

**DISCONNECT MACHINES FROM MAINS POWER** – when not in use, before servicing, and when changing accessories such as blades, bits and cutters.

**REMOVE ADJUSTING KEYS AND WRENCHES** – form habit of checking to see that keys and adjusting wrenches are removed from the tool before turning it on.

**AVOID UNINTENTIONAL STARTING** – Be sure the switch is off when plugging in.

**STAY ALERT** – watch what you are doing. Use common sense. Do not operate machine when tired or feeling unwell.

**CHECK DAMAGED PARTS** – before further use of the tool, a guard or other part that is damaged should be carefully checked to determine that it will function – check for alignment of moving parts, binding of moving parts, mounting, and any other conditions that may affect its operation. A guard or other part that is damaged should be properly repaired or replaced. Have defective switches replaced.

**DO NOT TALK OR DISTRACT** another Member who is using machinery. Wait until they have finished!

**ALL MACHINES** or any of their parts should not be altered or changed from standard specifications.

**ALL REPAIRS** are to be carried out only by an authorized person.

### ADDITIONAL SAFETY RULES – BANDSAW

**TO BE USED** only by club authorized personnel.

**NEVER** leave this machine running whilst unattended and do not leave until it has come to a complete stop..

**ADJUST** the upper guide about 1/8" (3.2mm) above the material being cut.

**MAKE SURE** that the blade tension and blade tracking are properly adjusted.

**STOP** the machine before removing scrap pieces from the table.

**ALWAYS** keep hands and fingers away from the blade.  
**CHECK** for proper blade size and type.  
**DO NOT** attempt to saw stock that does not have a flat surface, unless a suitable support is used.  
**HOLD** material firmly and feed into blade at a moderate speed.  
**TURN OFF** machine if the material is to be backed out of an uncompleted cut.  
**ALWAYS** have at least one other person with you when using the bandsaw.

#### **ADDITIONAL SAFETY RULES – LATHE**

**DISCONNECT MACHINES** – when not in use, before servicing, and when making adjustments.  
**BEFORE CONNECTING** power, ensure work piece is held tightly, spins freely and does not come into contact with the tool rest.  
**NEVER** leave this machine running whilst unattended and do not leave until it has come to a complete stop.  
**STAND** to one side of the work piece before switching the lathe on.  
**THIS APPLIANCE** or any of its parts should not be altered or changed from standard specifications.  
**REMOVE** or move the tool rest away from workpiece before sanding or polishing.  
**ALWAYS CHECK** and ensure the speed setting is on the appropriate speed before fitting a workpiece to the machine and do not exceed permitted speed.  
**CHECK** lathe for signs of wear.  
**WEARING** of face shield is advised.  
**DO NOT** wear gloves unless necessary for protection and make sure they are suitable.  
**AVOID** wearing loose clothing, neckties and jewellery and keep hair tied back.  
**WEARING** a dust mask is advised.  
**DO NOT** operate without guards in place.  
**ROUGH OUT** the workpiece before installing on face plate.  
**CHECK WORKPIECE** for cracks, knots or bark pockets or foreign matter (e.g. old nails). Unstable or suspect wood should be discarded.  
**TIGHTEN** all locks before operating the machine.  
**ROTATE** workpiece by hand before applying power.  
**ENSURE** the chisels are sharp and handles firmly attached.  
**ALWAYS USE** a tool rest when using a cutting tool.  
**DO NOT FORCE** the chisel – the machine will be slowed, the cutting tool will blunt rapidly and quality of work will be poor.  
**LISTEN** for tell-tale sounds of a cracked or damaged workpiece as the cutting tool cuts into the timber. If the workpiece has a crack or fault, the cutting tool will make a ticking sound as it encounters the crack.  
**DO NOT** attempt to remove off-cuts or dust from the lathe when the workpiece is in motion.

#### **ADDITIONAL SAFETY RULES – DRILL PRESS**

**EYE** protection is advised.  
**NEVER STAND** or allow observers to stand in line with potential kickback.  
**NEVER** leave this machine running whilst unattended and do not leave until it has come to a complete stop.  
**CLAMP** the workpiece firmly to the table whenever possible.  
**REMOVE** tie, rings, watch and other jewellery and roll up sleeves. Do not wear gloves.  
**NEVER** place your fingers in a position where they could contact the drill or other cutting tool if the workpiece should unexpectedly shift / your hand slip.  
**TO PREVENT** the workpiece from being torn from your hands, spinning of the tool, shattering the tool or being thrown, always properly support your work so it won't shift or bind on the tool:  
**DO NOT** install or use any drill that exceeds 7" (175mm) in length or extends 6" (150mm) below the chuck jaws.  
**DO NOT** use wire wheels, router bits, shaper cutters, circle (fly) cutters or rotary planers on this drill

press.

**THIS** drill press has 12 speed selections. See inside of belt guard for specific placement of belt on pulleys for selection of speed.

### **ADDITIONAL SAFETY RULES – BENCH GRINDER**

**DISCONNECT** power supply before replacing wheels or covers.

**REPLACE** cracked wheels immediately (authorized person only).

**ALWAYS** use guards and eye shields.

**ENSURE** tool rests and eye shields are properly adjusted.

**ADJUST** distance between wheel and tool rest to maintain 1.6mm (1/16”) or less separation as the diameter of the wheel decreases with use.

**ENSURE** wheel rotates freely before switching on power.

**STAND** beside the bench grinder when switching on the power.

**DON'T** operate the grinder with the wheel guard off.

**DON'T** use the grinding wheel to cut anything.

**DON'T** use anything to overload the grinding wheel.

**USE** a wheel dresser only to remove burrs on the grinding wheel.

### **CORRECTIVE ACTIONS PROCEDURE.**

#### **REPORTING**

- Any malfunction or misuse of machinery shall be reported to a committee member at the earliest possible opportunity.
- Any machine that has malfunctioned should be disconnected from power and marked as unusable by placing a notice “**OUT OF ORDER – DO NOT USE**” on the machine.
- Any Accident or Incident (near miss) must be reported on the appropriate form available in the workshop. If a machine is involved, such machine will be turned off and labelled “**OUT OF ORDER – DO NOT USE**” until the accident or incident has been investigated.

#### **REMEDIATION**

- Any machine that has malfunctioned shall be inspected and returned to operational condition as soon as possible. (The “Do not use” notice may then be removed.)
- After a malfunction, the member who reported the problem shall be questioned on the circumstances of the occurrence. If the malfunction is believed to be due to misuse of the machine, the member should receive further instruction in the use of the machine before using it again.
- Accident and Incident reports will be examined by committee at the earliest possible time and a decision made on action to be taken. This may involve
  - Decommissioning or Repairing the machine **AND/OR**
  - Further instruction in the use of the machine for the user
  - Updating existing procedures for use
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#### **USE OF PRIVATELY OWNED TOOLS PROCEDURE**

- Members and demonstrators may use their own tools in the club workshop but must take full responsibility for their maintenance and safe condition.
- Any electrical tools must be tagged and tested before being used in the club workshop.
- The club shall not be responsible for any loss or damage to privately owned tools brought in to the club workshop.