



Title	Machines Safety Procedure
Procedure	Machines Safety Procedure 001
Date Approved	05/2017
Next Review	05/2018 or when a new machine or attachment is purchased or being used in the workshop for the first time by a member.
Distribution	All members
Location	Printed copy in Main filing cabinet, PC copy c:\my documents\Machines 001.doc
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Other relevant documents	Induction to machines procedure, Large Lathe procedure, Spindle Lathe procedure, Bandsaw procedure, Table saw procedure, Planer/Thicknesser procedure, Drill Press Procedure, Router procedure, Bench Grinder procedure, Scroll saw procedure, Router Table procedure, Dust Collector Procedure, Workshop Attendance procedure, Electrical Leads and electrical safety checks procedure
Document History	
Version	Notes
001	Second Issue no changes made.



Introduction

All machines in our workshop are potentially dangerous if not used correctly.

This procedure outlines the general conditions of use of all machines to protect the user(s) and the machines.

Content

- Users of any machine in the Manning Great Lakes Woodworkers Inc. workshop must be currently authorised by the committee of the Manning Great Lakes Woodworkers to use each particular machine.
- **For your own safety, read the instruction manual before operating the equipment.** Learn the application and limitations as well as hazards peculiar to the equipment.
- **Keep guards and fences in place** and in good operating order.
- **Always wear eye protection when working with or near machinery.**
- **Ensure electrical cables are undamaged** and bear a current electrical testing tag as per electrical leads and safety checks procedure.
- **Remove adjusting keys and spanners** from the machinery. Make this a habit to do before turning the machinery on.
- Keep the work area clean. Cluttered areas and benches invite accidents.
- **Do not operate the machinery in a dangerous environment.** Don't use power tools in damp or wet conditions, or expose them to rain. Keep the work area well lit.
- **Keep children and visitors away.** All children must be accompanied by an adult and visitors kept at a safe distance from the work area. Be aware of and keep spectators at a safe distance.
- **Make the workshop childproof** by using padlocks, master switches, or removing starter keys.
- **Do not force the tool or machine.** It will do the job better and safer at the rate and way it was designed to be used.
- **Use the right tool.** Do not force the tool or attachment to do a job for which it was not designed.
- **Wear proper apparel.** No loose clothing, gloves, ties, rings, bracelets or other jewellery to get caught in moving parts. Non-slip footwear is recommended with all shoes to be enclosed type. Wear protective hair covering to contain long hair or tie hair back.
- **Always wear safety glasses.** Everyday glasses have only impact resistant lenses. They are not safety glasses. Also use face or dust masks if the operation is dusty. Safety glasses and dust masks need not be worn in a workshop without operating machinery.
- **Secure all work.** Use clamps or vices to hold work when practical. It's safer than using your hand and frees both hands to operate the equipment.
- **Don't overreach.** Keep a proper footing and balance at all times.
- **Maintain tools in top condition.** Keep tools sharp and clean for best and safest performance. Follow instructions for lubricating and changing accessories.



- **Disconnect tools before servicing** and when changing accessories such as blades, bits, cutters, etc.
- **Use only recommended accessories.** The use of accessories and attachments not recommended by the manufacturer may cause hazards or risk injury to persons. Club approval must be sought for the use of special jigs made by members if being used on club premises and club equipment .
- **Reduce the risk of unintentional start-up.** Make sure the switch is in the OFF position before plugging in the power cord.
- **Never stand on the equipment.** Serious injury could occur if the equipment tips or persons come in contact with a cutting tool.
- **Check for damaged parts.** Before use of the tool / machine, a guard or other part that is damaged should be carefully checked to ensure that it will operate properly and perform its' intended function – check for alignment of moving parts, binding of moving parts, breakage, and any other condition that may affect its' operation. A guard or other part that is damaged should be properly repaired or replaced.
- **Direction of feed.** Feed work into the blade or cutter against the direction of rotation of the blade or cutter only.
- **Never leave the equipment running** unattended. Turn the power off and remain with the equipment until it stops.
- **Drugs, alcohol, medication** can affect the person operating the equipment. Machinery should not be operated if so effected. Seek medical advice.
- **Make sure the equipment is disconnected** from power when motors are being mounted, connected or reconnected.
- **Dust hazards.** The dust generated by certain woods and wood products can be injurious to people's health. Always operate machinery in well ventilated areas and use proper dust removal / filtration equipment provided.
- **All machines must undergo regular electrical safety checks** – see Electrical Leads and electrical safety checks procedure.