

Safety Awareness Program KDW-00 - Introduction

Purpose

The Knox and District Woodworkers Club Inc. have introduced this safety awareness program to ensure the on going safety and well being of all club members.

Scope

In scope, this safety awareness program will cover all major equipment and safety concerns with regards to club owned machinery, equipment and processes. It will also cover such areas as protective equipment and clothing requirements which are regarded as the minimum necessary while in attendance at the club.

Program Procedures.

The procedures listed below will be supplied to all new, prospective and current members, and are required to be read, understood and confirmed by all new, prospective and current members and that they will undertake to work to the safety awareness requirements contained therein by signing below.

Procedures.

Procedure No.	Procedure Name
KDW-00	Introduction / Agreement to Safety Procedures
KDW-01	General Safety
KDW-02	Docking Saw (Spida Saw) Safety
KDW-03	Lathe Safety
KDW-04	Sliding Compound & Mitre Saw Safety
KDW-05	Band Saw Safety
KDW-06	Router Table Safety
KDW-07	Thicknesser Machine Safety
KDW-08	Planing - Buzzer Machine Safety
KDW-09	Table Saw Safety
KDW-10	Pedestal Drill Safety
KDW-11	Sanding Machine Safety
KDW-12	Grinding Machines Safety
KDW-13	Mortice Machine Machine

Confirmation

“Your signature below is confirmation that you have read the Safety Awareness Procedures supplied and that you understand and agree to work to the requirements contained therein”.

Member Signature:.....

Print Name:.....

Date:...../...../.....

Note: If any prospective or existing member has an issue regarding the content, or understanding of the procedures themselves, then they must not sign this document

If this document is not signed then the member or prospective new member will not be allowed to use the club equipment until their concerns are addressed by the safety committee.

If after the Safety Committee has addressed the concerns and the confirmation is still not signed, then the full committee will undertake to resolve any remaining issues or concerns.

Conclusion

In conclusion, the elected committee of Knox and District Woodworkers Club Inc. is committed to the ongoing safety and well being of ALL members.

Safety Awareness Program KDW-01 General Safety and Safety Equipment

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adhered to whilst attending the club or on club property.

Basic Safety Requirements.

Knox & District Woodworkers Club Inc has introduced the following safety requirements to protect its members from personal injury and harm. It is a condition of membership that no member shall work without another club member being present and that all members familiarize themselves with the following requirements. Some machines are kept locked and access to use these machines will be granted by the Key holder following inspection of the timber to be used. After use by the member the machine must be re locked. All machines, where practical, are fitted with appropriate safety guarding and this guarding is not to be removed under any circumstances, except by the authorized personnel when performing maintenance work.

Members are encouraged to ask questions with regard to the operation of the clubs machinery and equipment and be constantly aware of the need for safety, not only for themselves but for other members.

Alcohol, Medications and Smoking.

Members under the influence of alcohol or prescription drugs that affect the ability to concentrate, or cause drowsiness, are not permitted to operate any machinery or equipment within the club premises, including personally supplied equipment. Knox and District Woodworking Club is a Smoke free environment

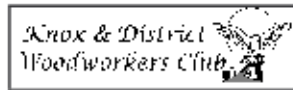
Emergency Stop Procedure.

Where practical each machine or piece of equipment has an emergency stop procedure which must be followed in the event of a malfunction or the work piece jams during an operation. This usually means stepping back from the machine or piece of equipment and pressing the emergency stop button located in front of each machine.(at the time of formulation of this policy not all machines are fitted with emergency stop buttons, however a program is in place to rectify this situation as funds become available).

Personal Safety Equipment and P.P.E.

Footwear: - All members who are working with machinery or equipment within the club premises are required to wear totally enclosed footwear, this means that thongs, sandals backless shoes or any open toed footwear is not to be worn whilst working within the club premises.

Eye Protection: - When operating machinery or equipment where the possibility of chips, pieces of timber, dust or other foreign material may be ejected then protective eye wear must be worn. In the case of wood turning lathes a full face mask is recommended to be worn at all times.



Safety Awareness Program KDW-01
General Safety and Safety Equipment

Personal Safety Equipment and P.P.E. Cont'

Dust Protection: - Dust protection in the form of a dust mask must be worn during any power sanding operation, including wood turning, hand held power sanders. When operating any machine ensure that the dust extraction system is opened before work commences and is closed when the task is completed.

Hearing Protection: - This must be worn when the thicknesser machine, or any other machine that creates an unacceptable noise level is in operation, particularly when processing thin hard timber.

Clothing: - Clothing worn by members while operating any machinery or equipment must be in good repair and all loose clothing must be either secured or tucked in. There is to be no loose sleeves, no shirt hanging un-buttoned or untied shoe laces.

Hair: - All long hair must be tied up or secured under some type of head wear, either a hat or a hair net.

Fixed Safety Equipment.

Dust Extraction: - All of the machinery used within the club has the central extraction system outlets attached, each member must ensure that the outlet is open at all times when operating the equipment. When the equipment is not in use the outlet must be closed to allow maximum efficiency of the system. In the turning area an extraction vent must always be opened when operating a lathe, particularly when sanding your piece, this is extremely important and must be strictly adhered with.

Lighting: -When operating any machinery or equipment ensure there is adequate lighting available and report all lighting faults to the key holder.

Compressed Air: - When using compressed air ensure that the dust is kept to a minimum and do not point the air-gun directly at yourself or another member.

Housekeeping

Equipment: - When a member has finished using a piece of equipment or machine it is their responsibility to clean up and ensure the area is left in a safe and tidy manner and that the dust extraction is closed.

There are receptacles drums beside most machines in which to place your scrap, the off cuts and saw dust are to be segregated into three categories.

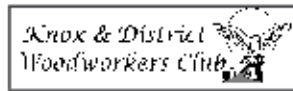
1 All timber excluding MDF, Chip Board and Treated Pine are to be placed in the **GREEN** bin.

2 All MDF, Chip Board and Treated Pine are to be placed in the **RED** bin.

3 All saw dust and floor sweepings are to be placed in the **BLUE** bin.

All faults or problems with equipment must be reported to the key holder who will pass the information on to the appropriate person for rectification.

All hand tools and electric or air powered hand held tools are to be put back in the appropriate place when finished with.



Safety Awareness Program KDW-01
General Safety and Safety Equipment

Designated Member

The following members are designated appropriate members as per the conclusion clauses in the Club's safety procedures.

Peter Sleeman
Ted. Bricker
George. Knight
Bruce. Allen
Colin Stewart
Henk Eyssens
Barry McDermott
Peter. Jordan

Conclusion.

The above general safety requirements are intended to ensure the safety and well being of all club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.

Safety Awareness Program KDW-02 Docking Saw (Spida Saw)

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

Definition.

The Docking Saw is an electrically driven circular saw that has been designed for the cutting of straight cross grain cuts in boards or small sheets of timber only. **(No logs or irregular shapes to be cut on this saw)**. This saw is fitted with all appropriate guarding and this guarding is not to be removed under any circumstances except by the authorized member for maintenance purposes.

Safety. (General).

Prior to the operation of the Docking Saw the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Ref KDW-01)
- Member must ensure that the extraction outlet is open at all times when operating the equipment.
- All timber must be checked for nails, screws and other imbedded objects through the use of the clubs metal detector.
- Ensure the guards are properly secured.
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the blade.
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01).
- Member must ensure that the extraction outlet is closed when operations are complete.

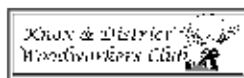
Note :- Never use the saw cross handed.

Fig 1. Right Handed Use



Fig 2. Left Handed Use





Operation.

Whilst operating this equipment never stand directly in line with the blade and always keep your hands and fingers at least 150mm away from the cutting edge (**300mm is the minimum length of timber to be cut on this machine**). The Docking Saw works on the principle of a circular saw blade being pulled toward the operator and cutting straight through the work piece. Prior to cutting any timber with this machine, ensure the guard is secure and fully functional. During the operation of this machine keep hands and fingers well away from the moving blade and do not remove cut offs until you have returned the saw to the stationary position. When using a stop as a guide to length, ensure there is no build up of sawdust between the work piece and the stop, this could prevent the work piece from sitting firmly against the backrest of the work bench. The work piece can be held in position either by the hand or by the use of a specifically designed holding stick. The holding sticks are stored at the end of the saw workbench. When cutting heavy timber with this saw be aware that the blade is rotating at a speed which can force the cutting head to travel toward the operator in an unexpected manner, therefore always operate with your arm straight and a firm grip on the operating handle with your feet planted firmly on the ground, stand firm and ensure there is adequate lighting. (**Never use the saw cross armed (refer Fig1 & Fig2)**)

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of each member's responsibility to clean up the machine and surrounding area after use and ensure an adequate level of housekeeping is maintained throughout the workshop area, ensuring the safety of themselves and all other members.

Conclusion.

The above general safety requirements are intended to ensure the safety and well being of all club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.

Safety Awareness Program KDW-03 Wood Lathe

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

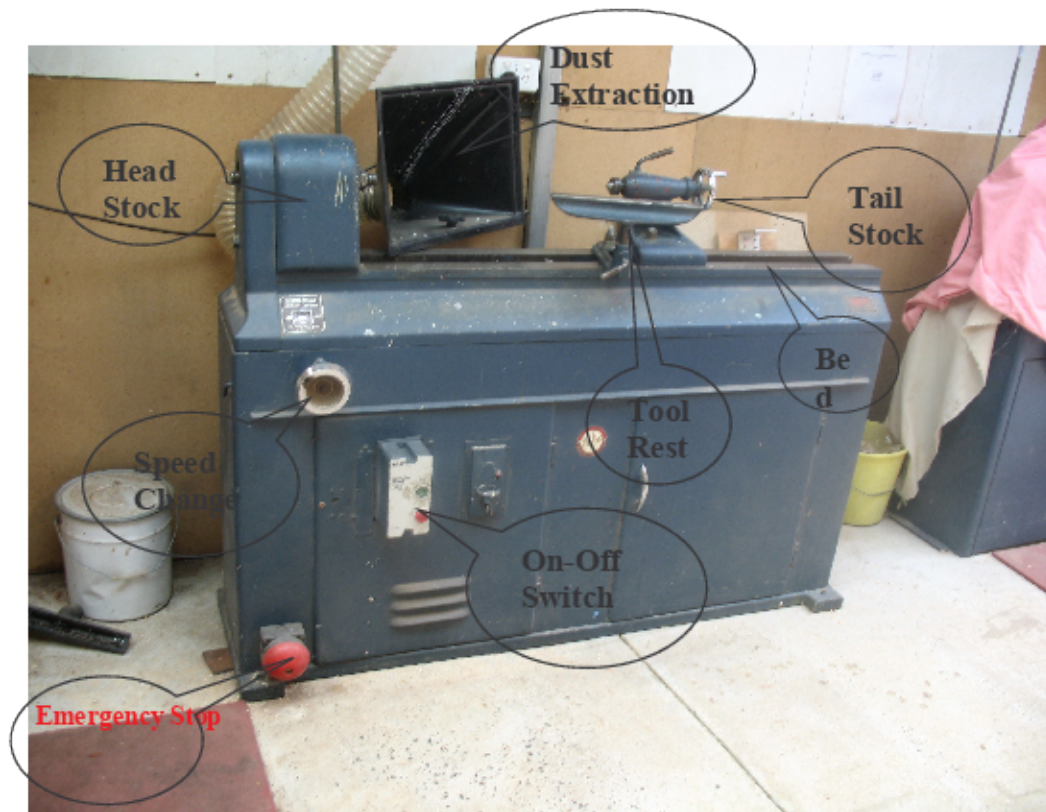
Definition.

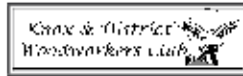
The Wood Lathes at KDWC are belt driven electrically powered machines that have been designed for the machining of timber through the rotation of the work piece which, may be held between the lathe centers either by drive dog, in a chuck or on a face plate.

Description

The Wood Lathes consist of a head stock, tail stock, bed, tool rest and control switch or panel. The speed is controlled by means of a belt running on stepped pulleys, which can be adjusted to allow the belt to be moved up or down the pulley steps thus altering the speed at which the work piece is rotated.

Typical KDWC Lathe





Safety Awareness Program KDW-03
Wood Lathe

Safety. (General).

Prior to the operation of the Wood Lathe the following safety rules must be applied.

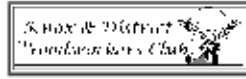
- Be aware of the emergency stop procedure. (Ref KDW-01)
- Member must ensure that the extraction outlet is open at all times when operating the equipment.
- All timber must be checked for nails, screws and other imbedded objects through the use of the clubs metal detector.
- Ensure the member always wear a face mask when operating the lathes.
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the chuck.
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01).
- Member must ensure that the extraction outlet is closed when operations are complete.

Operation.

When setting up the lathe, ensure the chuck is tightened securely and the work piece is centrally located in the lathe either by drive dog, a chuck or secured to a face plate and wherever possible is held firmly by the tail stock. Ensure the work piece has been roughed out by removing protruding edges or knots and it is not cracked or split. During the operation of any lathe the operator must always be aware of the dangers associated with the movement of the chuck and the work piece and ensure the extraction system is turned on, not only at the power switch but also at the lathe. ***Prior to starting the lathe, ensure the chuck key has been removed, and the work piece turns freely by hand.*** The recommended rotation speed for the lathe depends on the size and shape of the work piece. Ensure the power is disconnected prior to adjusting the speed of the lathe. When starting the lathe stand behind the head stock this, will prevent injury in the case of any dislodgment of the work piece and check for the appropriate speed setting (ref table below). The following speeds are a guide only and if you are not sure of the appropriate speed ask the key holder to confirm. When sanding the work piece a dust mask must be worn to prevent the dust being inhaled.

The following table is a guide to the appropriate speeds

Between Centers		
Diameter	Length	Speed RPM.
Up to 65mm	Less than 600mm	2000
	Over 600mm	1500
65mm – 100mm	Less than 600mm	1500
	Over 600mm	750
Over 100mm	Over 600mm	750
Face Plate or Chuck		
	50mm Thick	Over 500mm
Up to 200mm	1000rpm	750rpm
200mm – 300mm	750rpm	750rpm
Over 300mm	Slowest Available	Slowest Available



Safety Awareness Program KDW-03
Wood Lathe

Chisels

When using the club owned chisels, ensure they are sharp and in good condition, if unsure ask the key holder or another experienced member for advice. Always use the appropriate chisel for the operation you wish to perform. When sharpening the chisels always wear eye protection and ensure the correct angle of the rake is always maintained. All chisels are to be returned to the appropriate hook on the board on completion of the turning session.

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of each member's responsibility to clean up the machine and surrounding area after use and ensure an adequate level of housekeeping is maintained throughout the workshop area, ensuring the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. The above general safety requirements are intended to ensure the safety and well being of all club members.

Safety Awareness Program KDW-04 Sliding Compound and Mitre Saws

Introduction.

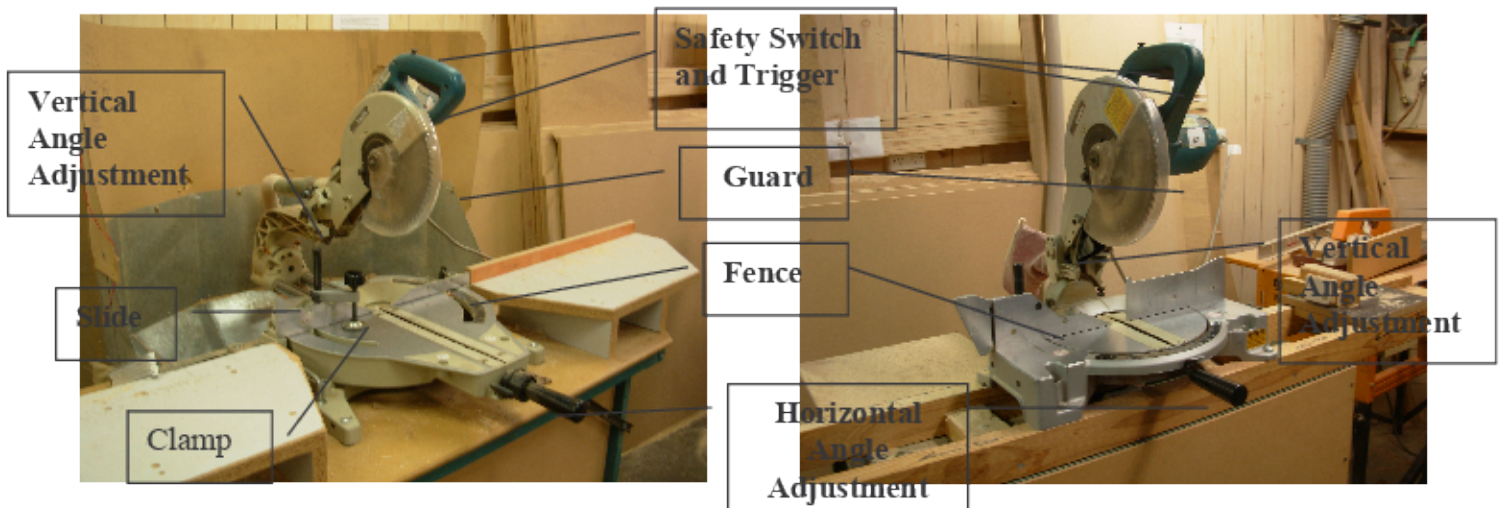
This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

Definition.

The Sliding Compound and Mitre Saws at KDWC are electrically driven circular saws that have been designed for the cutting of straight cuts and compound angles in timber. These saws are fitted with all appropriate guarding and this guarding is not to be removed under any circumstances, except by the authorized personnel when performing maintenance work.

Sliding Compound Saw

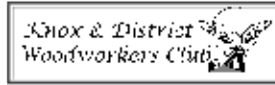
Mitre Saw



Safety. (General).

Prior to the operation of the Sliding Compound and Mitre Saws the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Ref KDW-01)
- Member must ensure that the extraction outlet is open at all times when operating the equipment.
- All timber must be checked for nails, screws and other imbedded objects through the use of the clubs metal detector. **(No logs or irregular shapes to be cut on these saws).**
- Ensure the guards are properly attached and operating.
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the blade.
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01)
- Member must ensure that the extraction outlet is closed when operations are complete.



Safety Awareness Program KDW-04
Mitre/Compound Saw

Operation.

The Sliding Compound and Mitre Saws work on the principle of a circular saw blade being lowered on to the timber and cutting to a specific depth and angle through the use of stops and locking mechanisms. Prior to cutting any timber with these machines, ensure the settings are locked in place and the guard is fully functional. **(Do not touch the moving blade)**. Do not remove cut offs until the blade has stopped and the saw is fully raised with the guard fully locked in place. When cutting with the Mitre or Sliding Compound Saws, it is extremely important to always ensure the work piece is properly secured. In the case of the Mitre Saw the blade is lowered until the appropriate cut has been completed, and in the case of the Sliding Compound Saw, pull the carriage toward you fully, switch on the tool without the blade making any contact and wait until the blade attains full speed, press down the handle and push the carriage toward the guide fence and through the workpiece. When using a stop as a guide to length, ensure there is no build up of sawdust between the work piece and the stop, this could prevent the work piece from sitting firmly against the backrest of the work bench. The work piece can be held in position either by the hand, clamps or by the use of a specifically designed holding stick. Always operate with a firm grip on the operating handle with your feet planted firmly on the ground, stand firm and always keep your hands and fingers at least 100mm away from the cutting edge. (150mm in the minimum length of timber to be cut on this machine). **(Never use the saw cross armed)**. When cutting larger pieces of timber, clamp the work piece to the table, stand firm and ensure there is adequate lighting. **(Ensure the guard does not foul on the timber)**.

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of each member's responsibility to clean up the machine and surrounding area after use and ensure an adequate level of housekeeping is maintained throughout the workshop area ensuring the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.

Safety Awareness Program KDW-05 Band Saw

Introduction.

This safety awareness procedure is to be read in conjunction with a designated member who will demonstrate and expand on the definitions and descriptions of operations described below.

Definition.

At KDWC the band-saws are electrically driven machines that consists of two wheels with rubber tires, on which a continuous saw blade runs, Each band-saw consists of a work-table, upper and lower blade guides for the blade to run through, blade shield and guarding which is designed to totally enclose the blade. These saws are fitted with all appropriate guarding and this guarding is not to be removed under any circumstances, except by the authorized personnel when performing maintenance work.

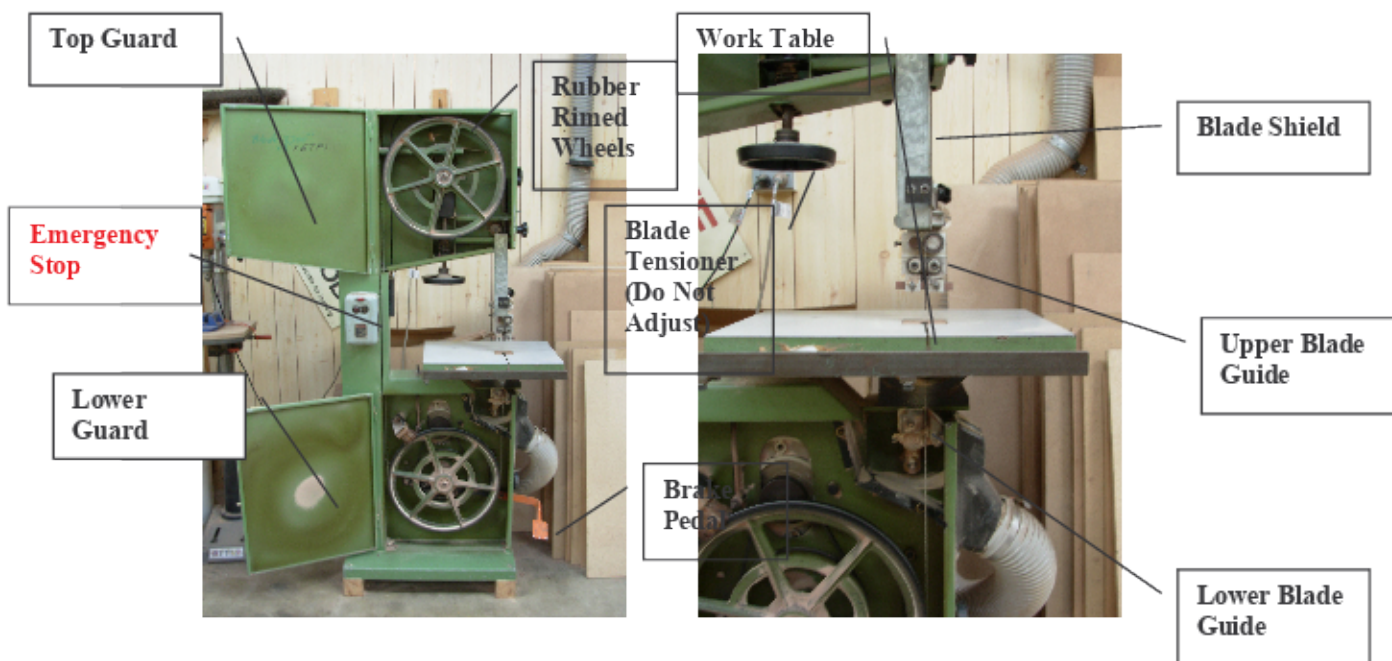
Blades

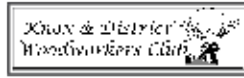
Saw blades are made of steel and normally at KDWC the band-saw blades should last approximately 2-3 weeks. There are three sizes of band saws in use at the club and each is designed to be used for differing applications. The large band saw has a blade size of 5.2mts x 19mm x 5TPI (teeth per inch) this is only to be used for straight cutting and should not be used for profiles.

The medium band saws have a blade size of 3.935mts x 9.5mm x 6 TPI, this is mainly used for cutting profiles with larger radii (minimum 100mm),

The small band saw has a blade size of 3.7mts x 6.3mm 6 TPI and is mainly used to cut profiles with smaller radii (minimum 75mm).

In the case of all of the band saws when the blade becomes blunt it is time to replace it, the designated member, who has been trained to carry out this operation, normally performs this task. If there is not a trained operator in the vicinity, contact the key holder who will arrange for the blade to be changed when practicable.





Safety Awareness Program KDW-05 Band Saw

Safety. (General).

Prior to the operation of the Band-Saw the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Ref KDW-01)
- Member must ensure that the extraction outlet is open at all times when operating the equipment.
- All timber must be checked for nails, screws and other imbedded objects through the use of the clubs metal detector.
- Ensure the guards are properly attached. **(Under no circumstances should the band-saw be used with the upper or lower guards open).**
- Check position of blade shield.
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the blade.
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01).
- Member must ensure that the extraction outlet is closed when operations are complete.

Operation.

The smaller band-saws are used to cut contours in timber and the large band-saw is for straight cuts only.

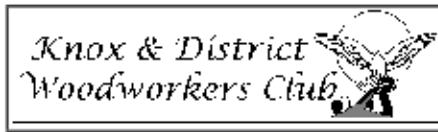
When cutting timber with the band-saw, ensure the upper blade guide is set as close as is practicable or 3mm above the work piece. When cutting, let the blade do the work, there is no need to push hard for the blade to cut, a gentle even pressure on the work-piece applied to the blade and the saw will cut through at an even speed. **(Do not use blunt or damaged blades).** The operator must take extreme care in the placement of his/her hands and fingers and must be aware at all times of the danger of contact with the moving blade. When cutting small pieces of timber a push stick must be used to ensure that the hands and fingers are well away from the moving blade. **(Do not touch the moving blade).** On completion of the band-saw operation and prior to leaving the band saw, ensure the machine is switched off and the blade is stopped through the use of the foot brake where fitted. When cutting profiles follow the guide line you wish to cut to and move the work piece slowly, ensuring the blade is not twisting. The band-saw must be regularly serviced and maintained with the setting of the blade guides checked and adjusted as required. **(Logs and other round or odd shaped timber must not be cut on any of the band-saws).**

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of each member's responsibility to clean up the machine and surrounding area after use and ensure an adequate level of housekeeping is maintained throughout the workshop area ensuring the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.



Safety Awareness Program KDW-06 Router Table Safety

Introduction.

This safety awareness procedure is to be read in conjunction with a designated member who will demonstrate and expand on the definitions and descriptions of operations described below.

Definition.

The Router Tables at KDWC have been designed for the mounting of standard types of router machines used for general purpose routing processes. All appropriate safety features are available for these machines such as appropriate table inserts, Plastic or Timber Feather Boards and adjustable fences, these features must be employed at all times when using this equipment.

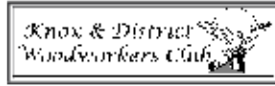
Safety. (General).

Prior to the operation of the Router Table the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Ref KDW-01)
- Member must ensure that the extraction outlet is open at all times when operating the equipment.
- All timber must be checked for nails, screws and other imbedded objects through the use of the clubs metal detector. (**No logs to be processed on this machine**).
- Ensure the safety features are properly attached and operating.
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the cutters.
- **Always use Plastic or Timber Feather Board and a Push Stick/Block wherever possible.**
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01)
- Member must ensure that the extraction outlet is closed when operations are complete.



Note:- Always feed material from Right to Left



Safety Awareness Program KDW-06
Router Table Safety

Operation.

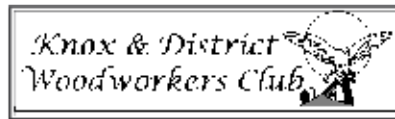
The Router Table works on the principle of a standard router being mounted beneath the table with an adjustable fence for the work-piece to be held against whilst being guided through the cutter. When setting up the router to perform a task always use the appropriate safety features such as Plastic or Timber Feather Boards and Guides along with the appropriate Table Inserts to ensure the safe operation of this equipment. The correct operation of the safety features in conjunction with the appropriate operating techniques is very important if accidents at the router tables are to be prevented. Care must be taken to ensure that the Router Machine is switched off at the power source before any adjustments to the cutter or safety features are carried out. When adjusting the fence, ensure that the gap in the fence is as small as is practicable from the edge of the cutter and the settings are locked in place with the fence being secure and fully functional. When operating this machine the timber must be fed across the cutter from **Right to Left** with one set of Plastic or Timber Feather Boards holding the timber against the fence and the other set gently pushing the timber down over the cutters. Make sure the Fingers of either hand cannot get between the timber and the cutter. A gentle push is all that is required to feed the timber over the cutter, let the cutters do the work. **(Keep hands and fingers well away from the moving cutter and always use a Push Stick/Block).** When processing a work-piece the piece should be fed against the direction of rotation of the cutter with a push stick or block being used wherever possible, remember a shallow cut is better than a cut that is too deep. When processing odd shaped pieces of timber, it is appropriate to use a jig or fixture suitable for the purpose.

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of each member's responsibility to clean up the machine and surrounding area after use and ensure an adequate level of housekeeping is maintained throughout the workshop area ensuring the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.



Safety Awareness Program KDW-07 Thickneser Machine Safety

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

Definition.

The Thickneser Machine is fitted with a Helical Cutter Head and all appropriate guarding. The Helical Cutter Head works on the principle of four rows of carbide cutters mounted on the cutterhead in a helical configuration. It is an electrically driven machine that has been designed for planing and establishing the thickness of the material being finished, or the Planing of straight faces on lengths of timber. This machine is fitted with all appropriate guarding. This guarding is not to be removed under any circumstances, except by the authorized personnel when performing maintenance work.

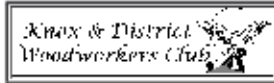
Safety. (General).

Prior to the operation of the Thickneser Machine the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Ref KDW-01)
- Member must ensure that the extraction outlet is open at all times when operating the equipment.
- **All timber must be checked for nails, screws and other imbedded objects through the use of the clubs metal detector.**
- No logs, irregular shapes or painted/varnished timbers are to be processed on this machine.
- Ensure the guards are properly attached and operating.
- Never stand in direct line of the work piece in case of kickback.
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the blades.
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01)
- Member must ensure that the extraction outlet is closed when operations are complete.

Operation.

When operating this machine always keep hands and fingers clear of the feed rollers and the cutting head. Prior to turning the machine on adjust the table to the desired height through the use of the adjusting wheel located on the side of the machine, adjust to a cut of no more than 2mm off the timber being fed into the machine. **(Never adjust the table height with your work piece in the machine).**



Safety Awareness Program KDW-07
Thicknesser/Planing Machine/Buzzer Safety

Operation. (cont?)

After the first pass through the machine adjust the table no more than one turn of the adjusting wheel then pass the timber through again, continue until desired thickness is achieved.

Whether you are cutting soft or hard wood you may notice sniping, To eliminate this problem you will have to lower the feed rollers, this achieved by the adjustment handle located on the right hand side of the machine.

Fig 1.



Fig 2.



Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of each member's responsibility to clean up the machine and surrounding area after use and ensure an adequate level of housekeeping is maintained throughout the workshop area ensuring the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.

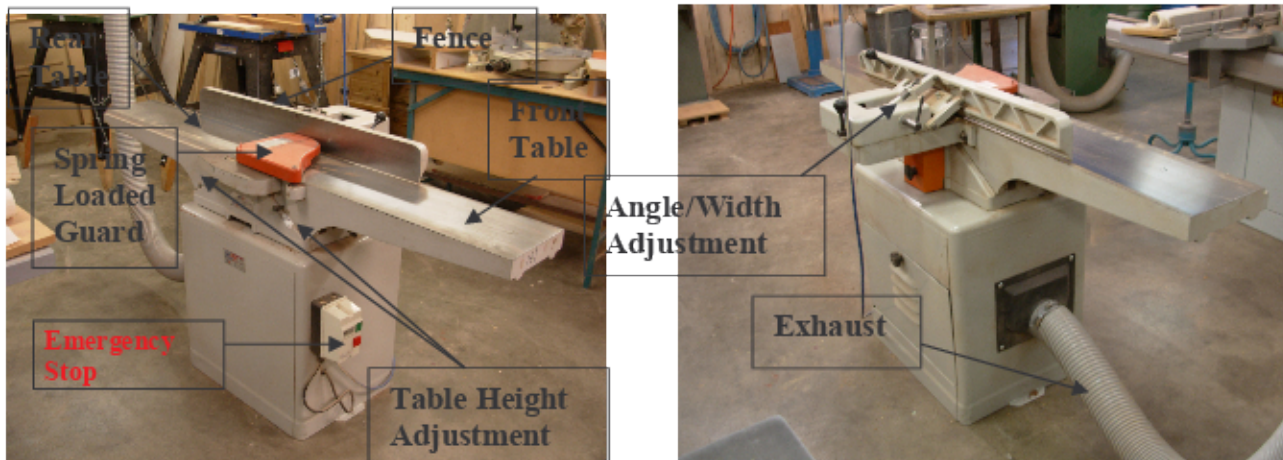
Safety Awareness Program KDW-08 Planing Machine / Buzzer Safety

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

Definition.

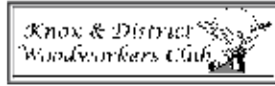
The planing Machine at KDWC is also known as a surface planer or jointer. It is an electrically driven machine that has been designed for the straightening, smoothing or planing of straight faces and edges on lengths of timber. This machine is fitted with all appropriate guarding and this guarding is not to be removed under any circumstances, except by the authorized personnel when performing maintenance work.



Safety. (General).

Prior to the operation of the Planer Machine/Buzzer the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Ref KDW-01)
- Member must ensure that the extraction outlet is open at all times when operating the equipment.
- All timber must be checked for nails, screws and other imbedded objects through the use of the clubs metal detector. **(No logs or irregular shapes to be processed on this machine).**
- Ensure the guards are properly attached and operating.
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the blades.
- **Always use a push block (boat) wherever possible.**
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01)
- Member must ensure that the extraction outlet is closed when operations are complete.



Safety Awareness Program KDW-08
Planing Machine/Buzzer Safety

Operation.

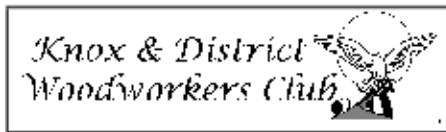
The Planer Machine/Buzzer works on the principle of two blades mounted on a circular cutter block between the front and rear tables over which the timber is fed. The correct operation of the guards in conjunction with the appropriate operating techniques is very important if accidents at the Planer/ Buzzer machine are to be prevented. The rear table should be set so that the front edge is not more than 3mm from the cutters and the table height set exactly level with the top of the cutting circle. **(Note members are not permitted to adjust the rear table under any circumstances)**. The front table should be set not more than 3mm below the height of the rear table and as near to it as is practicable for the work to be carried out. Care must be taken when adjusting the fence to ensure that fingers and hands do not touch the cutters. The blade guard is a spring loaded guard which covers the cutters and is pushed aside by the timber being processed. Prior to processing any timber with this machine, ensure the settings are locked in place and the guards are fully functional. **(Keep hands and fingers well away from the moving blades)**. When operating this machine the timber must be fed over the cutters with one hand holding the timber against the fence and the other gently pushing the timber over the cutters. Make sure the fingers of either hand are well clear of and cannot come in contact with moving blades. A gentle push is all that is required to feed the timber over the blades, let the cutters do the work. **(Always use a push block (boat) wherever possible.)**

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of each member's responsibility to clean up the machine and surrounding area after use and ensure an adequate level of housekeeping is maintained throughout the workshop area ensuring the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.



Safety Awareness Program KDW- 09 Rip/Table Saw

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

Definition.

The Rip/Table Saws at KDWC are electrically driven circular saws that consist of a Work Table, Fence, Blade Guard, Riving Knife and Dust Extraction and has been designed for the cutting of straight cuts of timber with the grain. These saws are fitted with appropriate guarding and this guarding is not to be removed under any circumstances, except by the authorized personnel when performing maintenance work.



Fig 1 Rough Cutting

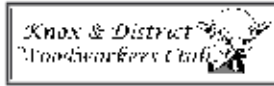


Fig 2 Fine Precision Cutting

Safety. (General).

Prior to the operation of the Rip/Table Saw the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Ref KDW-01)
- Member must ensure that the extraction outlet is open at all times when operating the equipment.
- All timber must be checked for nails, screws and other imbedded objects through the use of the clubs metal detector. **(No logs or irregular shapes to be cut on this saw).**
- Ensure the guard is properly attached and operating.
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.



Safety Awareness Program KDW-09
Rip/Table Saw

Safety. (General) Cont'

- Ensure member is aware of dangers associated with the movement of the blade.
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01)
- Member must ensure that the machine is turned off and the extraction outlet is closed when operations are complete.

Operation.

The Club currently has two Rip/Table Saws one (Fig 1) is designated for rough cutting and ripping heavy timber. The other saw(Fig2) is designated for fine and precision cutting.

Each saw works on the principle of a circular saw blade set below a table which fully encloses the blade and the driving mechanisms of the saw. Prior to cutting any timber on this type of saw the blade must be raised to the full height. **(No logs or irregular shapes to be cut on these saws).**

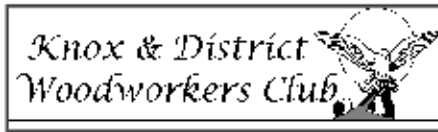
The guard must be lowered as close as is practicable to the work piece and secured in line with the blade. Check that the riving knife is attached properly and that it is in line with blade. When feeding timber through this type of saw **always use a push stick when your hands come within approximately 300mm of the blade.** When cutting, let the blade do the work, there is no need to push hard for the blade to cut, a gentle even pressure on the work-piece applied to the blade and the saw will cut through at an even speed. **(Keep hands and Fingers well away from the moving blade and always use a Push Stick).** When these saws are in operation you must assume that the whole area is a danger zone and great care must be taken when in the vicinity of these machines.

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of each member's responsibility to clean up the machine and surrounding area after use and ensure an adequate level of housekeeping is maintained throughout the workshop area ensuring the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.



Safety Awareness Training KDW-10 Pedestal Drill

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

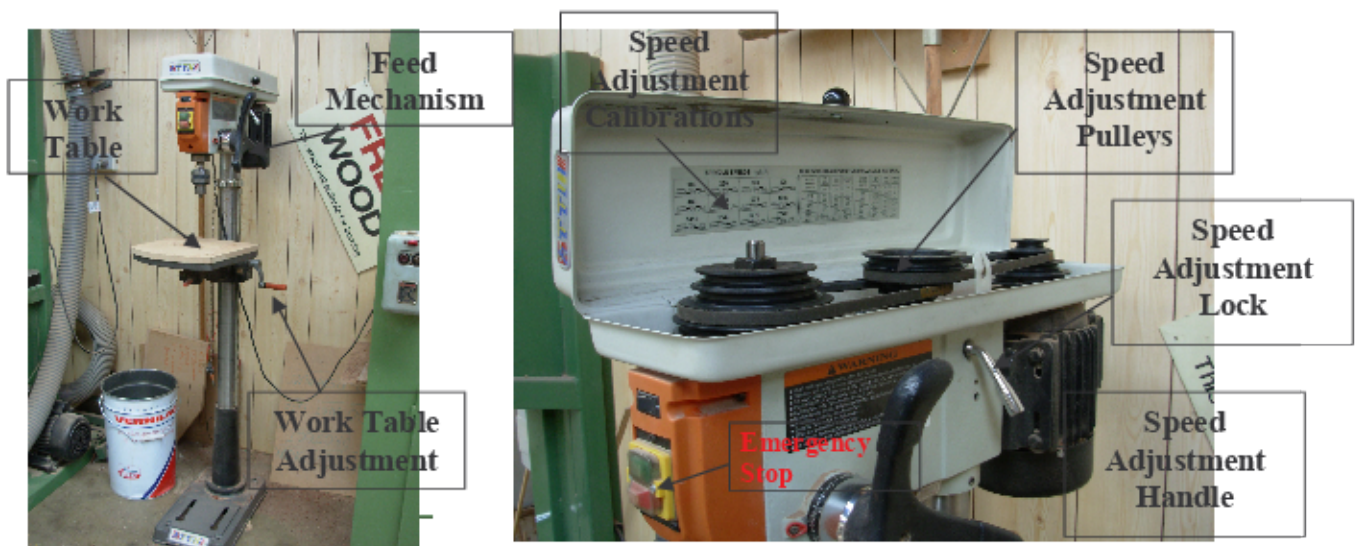
Definition.

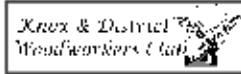
The Pedestal Drills at KDWC are electrically powered belt driven machines that consist of a drilling head, work table which can be adjusted either vertically or horizontally and is designed for the drilling of holes in most materials. This is achieved through the securing of a drill bit in either a chuck or Morse tapered arbor and mounting the work piece on the table through the use of purpose built clamping fixtures, normal clamps or vice. The work is located under the drilling head and the drill is then lowered onto the work-piece through the use of a hand operated feed mechanism. This operation allows the drill bit to drill the hole to the required depth.

Safety. (General).

Prior to the operation of the Pedestal Drill the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Stop button is located at the front of the machine).
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the chuck and drill bit.
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01).
- Ensure the machine is adjusted appropriately to prevent the cutter or drill bit penetrating the work table.





Safety Awareness Training KDW-10 Pedestal Drill

Operation.

The drilling of holes using a pedestal drill normally consists of two basic operations, securing the work-piece and drilling the holes. **The member must ensure the Chuck Key is removed** and securely positioned prior to turning the drill on. The work-piece should be securely clamped during the drilling operations and care must be taken in the positioning of the work-piece prior to starting the machining operation. During the drilling operation raise the drill bit several times to clear the hole and prevent the build up of waste causing excess heat and damaging the work-piece. The member must also be aware of the danger of his/her hands coming in contact with the drill bit and the chuck therefore keep hands and fingers clear of the drill bit and chuck at all times.

Drill Speed

Drilling speed depends on the size and type of drill you are using, the general rule for all drilling operations including hole saws is small drill fast speed and large drill slow speed. In the case of Forstner bits the recommended speed is 450 RPM for all sizes. (The chuck speed calibrations are printed on the inside of the top cover of the drill, whilst on the other drill the speed is shown on the digital readout).

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of the members responsibility to ensure an adequate level of housekeeping is maintained around each machine to ensure the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.

Safety Awareness Training KDW-11 Power Sanding Safety

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

Sanding

The sanding operation is the removal of excess material or it can also be utilized as a finishing operation by the use of a sanding machine.

Equipment.

The sanding equipment at KDWC consists of a bobbin sander which is used to clean up contoured surfaces, one 4inch (100mm) horizontal belt sander and one 14 inch (350mm) dia. Disc sander (not shown) one combination disc and belt sander and one 500mm oscillating drum finishing sander.

Bobbin Sander



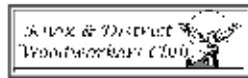
Combination Disc & Belt Sander



Belt Sander



Oscillating Drum Sander



Safety Awareness Training KDW-11
Power Sanding Safety

Types of Sanders

Bobbin Sander. (Fig1) The bobbin sander has tubes of abrasive material which fits over differing sizes of bobbins; this allows the sanding of various radii and curves.

Belt Sanders. (Fig2) A sanding belt is normally a fiber-backed belt, coated with aluminium oxide or other abrasive materials. The belt is a continuous belt, which is joined either by adhesive tape or glue. The sanding belt must be the same width as the contact wheel to ensure safe operation of the process. Under no circumstances is a belt that is narrower than the contact wheel to be used. The sanding belt is mounted over both the contact (drive) wheel and the idler wheel.

Disc Sander. (Not Shown) The disc is normally a felt backed abrasive disc to suit the dia. of the drive disc. The abrasive disc is secured to the drive disc by the use of Velcro.

Combination Sanding Machine. (Fig3) Refer to belt and disc sander above.

Oscillating Drum Finishing Sander. (Fig4) When operating this machine always keep hands and fingers clear of the sanding head. Prior to turning the machine on adjust the sanding head so that it is lightly contacting the timber through the use of the adjusting wheel located on the top of the machine. **This is a finishing sander only and the sanding head should only be adjusted when there is no further contact with the timber.**

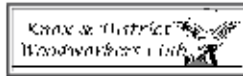
Safety.

Prior to the operation of the Sanding Machines the following safety rules must be applied.

- Be aware of the emergency stop procedure.
- Member must ensure that the extraction fan is turned on at all times when operating this equipment.
- Ensure the member is aware of other personnel in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the bobbin, disc or belts. **(Always wear a dust mask or other suitable dust protection).**
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01).
- Member must ensure that the dust extraction outlet is turned off and that the feed belt is turned off at the power point when operations are complete.

Operation

When operating the sanding equipment at KDWC ensure a suitable dust mask is worn to prevent the inhalation of any dust particles not captured by the extraction system. Care must be taken not to use frayed, damaged or badly worn sanding belts or discs, due to the possibility of the timber being scorched or the belt breaking. The member must take extreme care in the placement of his/her hands and fingers and must be aware at all times of the danger of contact with the abrasive surface.



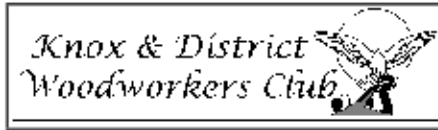
Safety Awareness Training KDW-11
Power Sanding Safety

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of each member's responsibility to clean up the machine and surrounding area after use and ensure an adequate level of housekeeping is maintained throughout the workshop area ensuring the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.



Safety Awareness Program KDW-12 Grinders

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

Definition.

There are two types of grinders at KDWC they are as follows-

- Double ended grinder to be used for the sharpening of turning and general chisels.
- Double ended grinder for the sharpening of drills and general purpose grinding.

Description.

Double Ended Grinder Chisel Sharpening. This double ended grinder is an electric motor with a grinding wheel on either end. These wheels can be of differing compounds and grades to suit the purpose required.

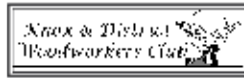
Double Ended Grinder Drill Sharpening. This double ended grinder is an electric motor with a grinding wheel on either end. These wheels are a general purpose wheel suitable for the sharpening of drills and other equipment.



**Double Ended Grinder
Chisel Sharpening.**



**Double Ended Grinder
Drill Sharpening.**



Safety Awareness Program KDW-12
Grinders

Safety. (General).

Prior to the operation of the Grinders the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Stop button is located at the front of the machine).
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Always wear eye protection when using any grinder.
- Ensure member is aware of dangers associated with the movement of the grinding wheels or disc.
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01).
- Ensure the Grinder is turned off on completion of the sharpening operations.

Operation.

Chisel Sharpening With Double Ended Grinders, When sharpening chisels with double ended grinders always **use a properly secured tool rest** that is set as close as possible to the face of the grinding surface and gently present the edge of the Chisel to the grind stone at the correct angle, gently move the chisel across the face of the grind stone ensuring an even sharpening of the cutting edge. In the case of Turning Chisels always move the chisel to the contour or shape of the chisel to ensure the whole of the cutting edge is ground.

Double Ended Grinder Drill Sharpening. When sharpening a drill it is not always necessary to use a tool rest, however when sharpening large drills it is advisable to use the tool rest. A drill should be sharpened from the front of the rake to the rear with the cutting edge the highest point.

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of the members responsibility to ensure an adequate level of housekeeping is maintained around each machine to ensure the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.

Safety Awareness Training KDW-13 Mortice Machine

Introduction.

This safety Awareness procedure forms part of the Knox and District Woodworkers Inc. Safety Awareness Program, and details the safety requirements to be adopted in the operation of the equipment described below.

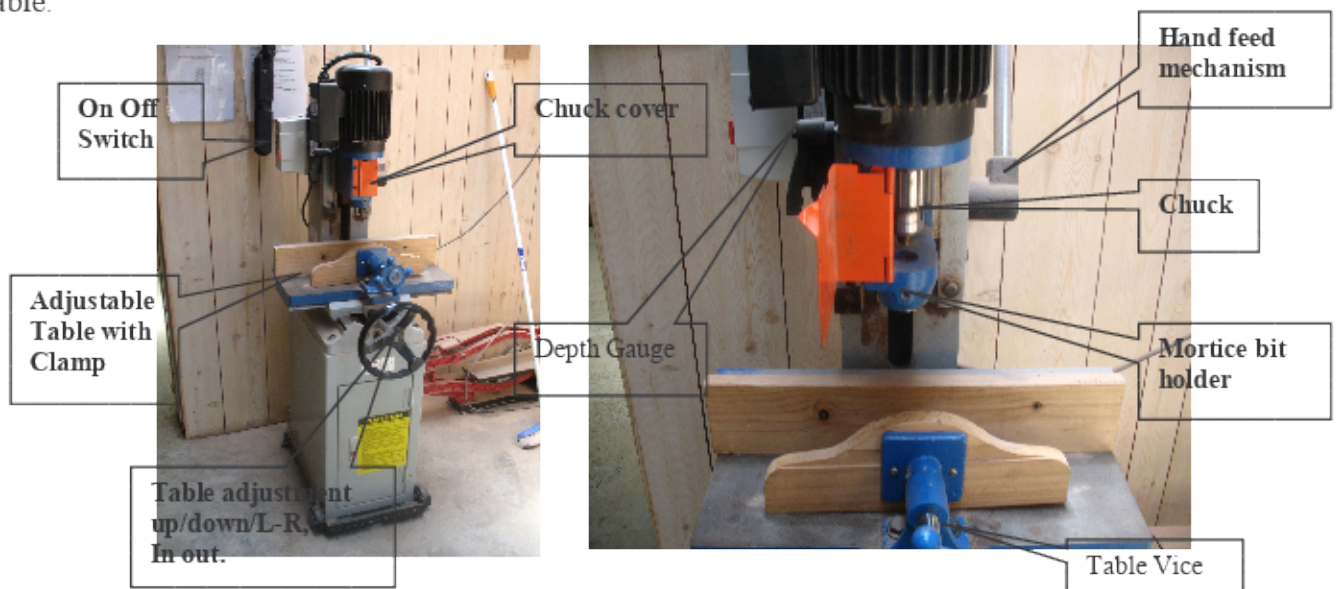
Definition.

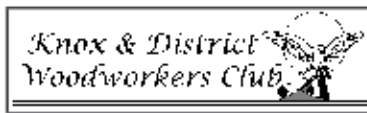
The Mortice Machine at KDWC is electrically powered machine that consist of a drilling head, work table which can be adjusted either vertically, horizontally, in and out and is designed to hold the work piece securely in position. The mortice is achieved through securing the required size mortice bit in the bit holder and the correct drill bit in the chuck, then secure the work piece on the table through the use of the purpose built clamp. The work is located under the drilling head and the drill is then lowered onto the work-piece through the use of a hand operated feed mechanism. This operation allows the drill bit and mortice bit to create the mortice to the required size and depth.

Safety. (General).

Prior to the operation of the Mortice Machine the following safety rules must be applied.

- Be aware of the emergency stop procedure. (Stop button is located at the front of the machine).
- Ensure the member is aware of other members in the immediate area.
- Ensure work area is clear of obstructions that may cause tripping or falling.
- Ensure member is aware of dangers associated with the movement of the chuck and drill bit.
- The dangers of loose clothing or long hair being caught in machinery is well documented, therefore when using this machine, the member must wear the appropriate clothing. (Ref KDW-01).
- Ensure the machine is adjusted appropriately to prevent the cutter or drill bit penetrating the work table.





Safety Awareness Training KDW-13
Mortice Machine

Operation.

The creating of Mortice Joints using the Mortice Machine normally consists of two basic operations, securing the work-piece and making the mortice to the desired size, length and depth. The chuck cover must be closed and secured during the operation of this machine. Care must be taken in the positioning of the work-piece ensuring an appropriate piece of timber is positioned under the work to prevent the drill coming in contact with the work table, prior to starting the machining operation. During the mortice operation raise the drill bit several times to clear the hole and prevent the build up of waste causing excess heat and damaging the work-piece and the mortice bit. On completion of the first hole, move the work piece horizontally half a hole over and continue the drilling operation. Repeat this until the desired length of mortice is achieved.

The member must also be aware of the danger of his/her hands coming in contact with the drill bit and the chuck therefore keep hands and fingers clear of the drill bit and chuck at all times.

Housekeeping.

When operating any machinery or equipment ensure there are no obstacles, work or any other obstruction cluttering the work area. It is part of the member's responsibility to ensure an adequate level of housekeeping is maintained around each machine to ensure the safety of themselves and all other members.

Conclusion.

The above safety requirement is intended to ensure the safety and well being of all club members, for detailed instruction on the operation of the above equipment refer to the appropriate club members. It is expected that each member will ensure that all work undertaken is carried out with consideration and due care for all.