



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.



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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.



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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.