



GENERAL SAFETY AND MACHINE SAFETY

**Our thanks to the Australian Mens Shed Association (AMSA)
for allowing access to their resources.**

The sample sheets that follow should only be used as a guide

Depending on the particular circumstances that exist in your Mens Shed, with regard to the age of the equipment, having all necessary safety devices, maintenance scheduling, proximity to other machinery, walls, doors, people and materials.

Modifications to these documents may be required for each particular Shed, it is therefore recommended that you enlist the support of someone from the appropriate industry (ie. Engineering, Joinery, etc.) to assist you in fine tuning your safe work practices and document them accordingly.

Where you have additional machinery/equipment in your Shed (to those exemplified here) you will need to create new sheets from scratch using the format of the samples.

GENERAL SAFETY RULES

ONLY MEMBERS WHO HAVE BEEN TESTED & APPROVED ARE PERMITTED TO USE THE POWER TOOLS.

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 work piece.
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. Let the machine get to full speed before contacting the workpiece.
11. Turn the machine "Off" when a job is jammed.
12. When finished turn machine "Off". Wait for cutter/blade to stop before removing workpiece.
13. Always turn "Off" at the machine NOT the wallswitch to prevent unexpected starts if someone else inadvertently operates the wallswitch.
14. Clean Up to keep the area safe

If a machine does not seem to be functioning correctly - STOP - Unplug the machine from power. Put a "Warning" notice on the machine and notify a Supervisor.

CIRCULAR SAW BENCH

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Dangerous saw blade.
2. Woodchips & dust in eyes.
3. Noise

Safety Controls:

1. Wear GOGGLES.
2. Wear EAR MUFFS.
3. Use PUSH STICKS

Procedure:

1. Adjust height of safety guard to suit thickness of timber to be sawn.
2. Set height of saw blade.
3. Check Dust Extractor is ON & Gate OPEN.
4. Check position of Fence.
5. Switch saw ON.
6. Cut timber using PUSH STICKS for small pieces & at the end of the cut.
7. Wait for saw to STOP before picking up the pieces.
8. Turn saw OFF and close Extractor Gate.
9. Clean up

SLIDE COMPOUND SAW

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Woodchips in eyes.
2. Can cut fingers on blade.
3. Kickback from workpiece.
4. Noise.

Safety Controls:

1. Wear GOGGLES/EAR MUFFS
2. Keep fingers clear.
3. Ensure blade at full speed before commencing cut

Procedure:

1. Check guard is in place & functioning satisfactorily.
2. Turn on Dust extractor.
3. Place timber flat onto cutting bed & clamp into position against fence.
4. For long cut pull saw back - keep well above the timber.
5. Switch "On" - hold button down until blade has reached full speed.
6. Lower and PUSH blade through timber - do NOT pull to cut.
7. Release "On" switch - wait for blade to stop.
8. Lift saw & return it to its rest position.
9. Remove workpiece & clean up.

SMALL COMPOUND SAW

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Woodchips in eyes.
2. Can cut fingers on blade.
3. Kickback from workpiece.
4. Noise.

Safety Controls:

1. Wear GOGGLES/EAR MUFFS.
2. Keep fingers clear.
3. Ensure blade at full speed before commencing cut.

Procedure:

1. Check guard is in place & functioning satisfactorily.
2. Turn on Dust extractor.
3. Place timber flat onto cutting bed & clamp into position against fence.
4. Switch "On" - hold button down until blade has reached full speed.
5. Lower and PUSH blade down through timber.
6. Release "On" switch, - wait for blade to stop.
7. Lift saw & return it to its rest position.
8. Remove workpiece & clean up.

BAND SAW

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Sawdust in eyes.
2. Noise.
3. Can cut fingers on blade.

Safety Controls:

1. Wear GOGGLES/EAR MUFFS.
2. Lower guard to just clear work.
3. Do not Trap the blade.
4. Use push sticks - not fingers

Procedure:

1. Turn on extractor.
2. Lower guard to just clear job. Turn saw on.
3. Move timber slowly onto blade, following design lines on timber.
4. Do not trap the blade or go backwards through the cut.
5. For complicated patterns use multiple cuts at different angles.
6. If the blade jams - SWITCH OFF before moving the workpiece.
7. Keep Hands, Fingers & Arms away from the blade.
8. Switch "Off" at the machine & wait for blade to stop.
9. Remove workpiece & Clean up.

TABLE SCROLL SAW

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

- 1. Risk of entanglement.**
- 2. Wood Dust in eyes/Noise.**
- 3. Saw blade oscillating at high speed.**

Safety Controls:

- 1. Eliminate loose clothing/long hair**
- 2. Wear safety glasses/ear muffs**
- 3. Keep hands clear of saw blade.**

Procedure:

- 1. Adjust saw blade tension as required.**
- 2. Switch on and wait for blade to reach full speed.**
- 3. Adjust work piece table and guides.**
- 4. Ensure dust extraction on and shut off gate is “open”.**
- 5. Always feed the work slowly into the blade.**
- 6. Guide work piece carefully, blade may break.**
- 7. Switch off at machine. Not at the wall.**
- 8. When blade motion ceases, clean up.**

ROUTER BENCH

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Woodchips in eyes.
2. Rotating cutter very dangerous.
3. Kickback from workpiece.
4. Noise

Safety Controls:

1. Wear GOGGLES/EAR MUFFS.
2. Keep fingers clear of Cutter.
3. Wait until Bit rotation stops.
4. Follow correct cutting direction.

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 - Check dust extraction is "On".
5. Hold wood firmly to table - feed edge to cutter - Beware of Kickback.
6. Always feed the work against the direction of rotation of the bit.
7. Use repeated small cuts rather than one deep cut.
8. Switch off at the machine (not wall) - wait until the bit stops rotating.
9. Remove workpiece & Clean up.

DRILL PRESS

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Shavings in Eyes.
2. Clothes/hair caught in machine.
3. Chuck key left in - can throw out when machine starts

Safety Controls:

1. Wear GOGGLES
2. Wear HAIR COVER.
3. Keep HANDS away from drill bit.
4. Clamp down workpiece

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 workpiece & clean up

BELT & DISC SANDER

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

- 1. Risk of entanglement.**
- 2. Wood Dust in eyes/Noise.**
- 3. Belt/Disc rotating at high speed.**

Safety Controls:

- 1. Eliminate loose clothing/long hair**
- 2. Wear safety glasses/ear muffs**
- 3. Keep hands clear of belt/disc.**
- 4. Ensure table secure.**

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.**

WOOD LATHE

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement.
2. Wood Chips in eyes/Noise.
3. Work/Chuck rotating at speed.
4. Workpiece can fly out at startup.

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of work/chuck.
4. Check workpiece position, centring and rotation 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 workpiece.
4. Lock Tail Stock and Tool Rest in position.
5. Set rotation speed and direction appropriate for the work.
6. Ensure dust extraction on and 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 or chisel.
9. Keep work area as clear as possible and free of large quantities of chips
10. Switch off at machine. Then at the wall if finished work for the day. Clean up.

SPINDLE MOULDER

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Wood Chips in eyes/Noise.
2. Cutters rotating at high speed.
3. Striking.
4. Kickback from work piece.

Safety Controls:

1. Wear safety glasses/ear muffs
2. Keep fingers clear of cutters.
3. Ensure guards are in place
4. Wait for cutter to stop
5. Ensure tooling is secure in spindle.
6. Follow correct cutting direction.

Procedure:

1. Ensure that the cutter tooling is secure in the spindle.
2. Adjust work piece gauges and guides.
3. Ensure guards are in place.
4. Ensure dust extraction on and shut off gate is "open".
5. Switch on and wait for cutter to reach full speed.
6. Always feed the work against the rotation of the cutter.
7. Hold workpiece in position against guides. Beware of "Kick Back"
8. Use push sticks where required for small work pieces.
9. Switch off at machine. Not at the wall.
10. When cutter rotation stops, remove work piece & clean up.

PLANER/THICKNESSER

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement.
2. Wood Chips in eyes/Noise.
3. Cutters rotating at high speed.
4. Striking.
5. Kickback from work piece.

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of cutters.
4. Ensure guards are in place
5. Do not stand behind work piece.
6. Follow correct cutting direction.

Procedure:

1. Adjust depth of cut for light pass. Make small cuts
2. Adjust work piece gauges and guides.
3. Ensure guards are in place.
4. Ensure dust extraction on and shut off gate is "open".
5. Switch on and wait for cutter to reach full speed.
6. Always feed the work against the rotation of the cutter.
7. Hold Work piece in position against guides. Beware of "Kick Back"
8. Use push sticks where required for small work pieces.
9. Switch off at machine. Not at the wall.
10. When cutter rotation stops, remove work piece & clean up.

PLANER/JOINTER

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement.
2. Wood Chips in eyes/Noise.
3. Cutters rotating at high speed.
4. Injury to hands.
5. Kickback from work piece.

Safety Controls:

1. Eliminate loose clothing/long hair
2. Wear safety glasses/ear muffs
3. Keep hands clear of cutters.
4. Ensure guards are in place
5. Do not pass hands over cutter.
6. Do not stand behind work piece.

Procedure:

1. Adjust depth of cut for light pass. Make small cuts
2. Adjust work piece gauges and guides.
3. Ensure guards are in place.
4. Ensure dust extraction on and shut off gate is "open".
5. Switch on and wait for cutter to reach full speed.
6. Always feed the work against the rotation of the cutter.
7. Hold Work piece in position against guides. Beware of "Kick Back"
8. Use push sticks where required for small work pieces.
9. Switch off at machine. Not at the wall.
10. When cutter rotation stops, remove work piece & clean up.

MINI MILLING DRILLING MACHINE

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement.
2. Injury, cutting, stabbing etc.
3. Tool rotating at high speed.
4. Striking injury.
5. Swarf in eyes/Noise.

Safety Controls:

1. Eliminate loose clothing/long hair.
2. Machine isolated before adjustment.
3. Keep hands clear of tooling.
4. Check workpiece & tooling are secure.
5. Wear safety glasses/ear muffs

Procedure:

1. Seek instruction if not fully familiar with the Mini Drill/Mill.
2. Ensure rotation direction set and correct.
3. Secure work piece to the work table.
4. Ensure that vertical axis assembly set upright or to appropriate angle.
5. Select the right cutting tool for the job.
6. Adjust and secure tooling in chuck and position.
7. Switch on and wait for chuck to reach full speed. Adjust speed as required.
8. Engage tooling smoothly and slowly. Make small cuts.
9. Switch off at machine. Not at the wall.
10. When cutter rotation stops, remove work piece & clean up

PANBRAKE/FOLDER/GUILLOTINE & ROLL

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Injury, cutting, stabbing etc.
2. Striking injury.
3. Shearing injury
4. Crushing injury.

Safety Controls:

1. Wear gloves to prevent cuts from sharp material offcuts. Take care handling blades.
2. Ensure material clamps adjusted.
3. Keep hands clear of blades and rolls.
4. Secure machine and work.

Procedure:

1. Seek instruction if not fully familiar with the folder/guillotine.
2. Ensure work piece within tolerances for this machine.
3. Material maximum for shear/brake/fold 1mm steel. (30" wide.)
4. Position work for fold, shear or roll.
5. Test machine motion and clamping prior to full operation.
6. Apply steady rotation to the handles. Assistance may be required for some jobs.
7. When machine action stops, remove work piece & clean up.

METAL LATHE

**ONLY APPROVED OPERATORS ALLOWED TO USE THIS MACHINE.
CHECK GENERAL SAFETY RULES BEFORE OPERATION.**

Risks:

1. Risk of entanglement.
2. Injury, cutting, stabbing etc.
3. Chuck rotating at high speed.
4. Striking injury.
5. Swarf in eyes/Noise.

Safety Controls:

1. Eliminate loose clothing/long hair.
2. All guards in position. Machine electrically isolated before adjustment.
3. Keep hands clear of chuck.
4. Check workpiece & tooling are secure.
5. Wear safety glasses/ear muffs

Procedure:

1. Seek instruction if not fully familiar with the AL60 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 to reach full speed.
8. Engage tooling smoothly and slowly. Make small cuts.
9. Switch off at machine. Not at the wall.
10. When cutter rotation stops, remove work piece & clean up.