

Standard Operating Procedures

Waverley Woodworkers Inc.

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Purpose

This Standard Operating Procedures (SOP) Manual provides a practical framework for the safe, effective and responsible operation of the Club's woodworking workshop. It is intended to support all members, volunteers and visitors by setting out clear procedures for workshop safety, the use and care of tools and equipment, housekeeping, supervision and general club operations. The procedures are designed to promote a positive and inclusive environment while helping the Club meet its responsibilities under applicable Australian workplace health and safety requirements. All members are expected to familiarise themselves with the procedures relevant to their activities and to work cooperatively to maintain a safe, respectful and well-organised workshop for everyone.

The following pages detail the Standard Operating Procedures for each of the following machines:

- Bandsaws
- Mitre Saw
- Pedestal Drill Press
- Surface Planer / Jointer
- Circular Table Saw
- Thicknesser
- Router table
- Belt Sander / Linisher
- Disc Sanders
- Spindle Sander
- Lathes
- Scroll Saw

Standard Operating Procedure

Bandsaw

HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☒	Dust	☒	Rollover	☐
	Pinch / crush	☐	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



Close-fitting clothes

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways
2. Locate and ensure you are familiar with the operation of the ON/OFF switch and Emergency Stop
3. Ensure push stick/block is in reach
4. Lift the blade guide and guard to pass your work piece clear under
5. Start the dust extraction unit before using the saw
6. Faulty equipment must not be used and reported to the Duty Member

SAFE OPERATIONAL PROCEDURES

1. Never leave the machine running unattended
2. The work piece should be fed evenly and held firmly down on the table to ensure effective control during cutting with the upper blade guide as close as practicable to the work piece.
3. Always keep fingers and thumb out of cutting line.
4. Use a wide blade to cut straight lines.
5. Use small blade when cutting sharp curves or small radius
6. Use a push stick/block when feeding material past the blade
7. Before making adjustments, switch off the saw and bring the machine to a complete standstill
8. Stop the machine before removing off-cuts away from the blade
9. Stop the saw immediately if the blade develops a ‘clicking’ noise.
   Suspect crack in blade !! Report it to the Duty Member

HOUSEKEEPING / WASTE DISPOSAL

1. Close dust extraction gate and machine and lights OFF at power point

1. Dispose MDF or Plywood to wheelie rubbish bin
2. Return fence settings to standard, e.g.: 90°
3. Reset blade guard to fully down position
4. Return jigs and tools to cabinet
5. Clean machine and floor with Vacuum cleaner

DO NOT ...

1. **Cut very small pieces without using a jig**
2. **Cut cylindrical or irregular stock without using a jig**
3. **Cut tight curves with wide blades**

Standard Operating Procedure

Mitre Saw

HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☒	Dust	☒	Rollover	☐
	Pinch / crush	☐	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



Close-fitting clothes

PRE-OPERATIONAL SAFETY CHECKS
1. Ensure the saw is properly secured to a worktable by bolts/ clamps at approximately hip height
2. Ensure the saw is operated on an RCD (Residual Current Device) protected circuit
3. Use blade with the correct size arbour hole
4. Use blade which have a maximum safe operating speed greater than the “no load RPM” marked on the machine’s nameplate
5. Before each use inspect the blade for chips and cracks
6. Check workspaces and walkways to ensure no slip/trip-hazards are present
7. Ensure all guards are in place, in working order, and in proper adjustment and alignment
8. Ensure the depth stop is properly adjusted
9. Ensure you are familiar with the operation of the ON/OFF starter and safety lock
10. Keep table and work area clear of all tools and off-cut material
11. Faulty equipment must not be used. Immediately report to the Duty Member.

SAFE OPERATIONAL PROCEDURES
1. Ensure all adjustments to machine are secure before making a cut
2. Do push/hold the workpiece firmly against the fence
3. Clamp the work and properly support the over-hanging portion or the workpiece level with the base of the machine
4. Do use a removable spacer with length stop on the off-cut end of a clamped workpiece
5. Allow the machine to reach full speed before contacting the workpiece
6. Do not have any part of your body in line with the path of the blade
7. Ease the blade against the work piece when starting to cut. Do not force tool
8. Keep hands away from cutting area (200mm) do use the clamp. Do not attempt to remove cut material while blade is moving
9. After finishing the cut, release the switch, hold the saw down and wait for the blade to stop before removing work or off-cut piece
10. Disconnect the plug from the power source and bring the machine to a complete standstill before making any adjustments

HOUSEKEEPING / WASTE DISPOSAL	
1.	Turn off dust extraction, machine and lights OFF at power point
2.	Dispose MDF or Plywood to rubbish wheelie bin
3.	Return settings to 90° x 90° angle
4.	Clean machine and floor with Vacuum cleaner

DO NOT...	
1.	**... cut logs e.g. round pieces**
2.	**... cut wood with sand, soil, paint or with nails imbedded.**

Standard Operating Procedure

3.	**... cut pieces shorter than 200mm**
4.	**... cut treated pine**

Pedestal Drill Press

HAZARDS							
	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☒	Dust	☒	Rollover	☐
	Pinch / crush	☐	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



Close-fitting clothes

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways.
2. Ensure you are familiar with the location and operation of the ON/OFF switch and Emergency-Stop.
3. Ensure that table is tightened up and square.
4. Check that material is firmly clamped (F-clamp), in vice or long pieces rest against LEFT side of column prior to drilling
5. Check that drill is centred and firmly clamped in chuck.
6. Set Speed to: low, for large Foster bit or high, for small drill.
7. Faulty equipment must not be used and reported to the Duty Member.

SAFE OPERATIONAL PROCEDURES

1. Never leave chuck key in chuck
2. Never leave the machine running unattended.
3. Lift table to bring drill close to work piece.
4. Vent drill regularly and quickly if drilling deep holes.
5. Use scrap wood under your work piece if drilling through.

HOUSEKEEPING / WASTE DISPOSAL

1. Turn machine and lights OFF at power point
2. Remove drill immediately.
3. Dispose MDF or Plywood to rubbish wheelie bin
4. Return jigs and tools to cabinet
5. Return table setting to standard, e.g.: 90°
6. Clean machine and floor with Vacuum cleaner.

DO NOT ...

1. **machine treated pine.**
2. **wear gloves.**

Standard Operating Procedure

Surface Planer / Jointer

HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☒	Dust	☐	Rollover	☐
	Pinch / crush	☐	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



Close-fitting clothes

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways
2. Ensure you are familiar with the location and operation of the ON/OFF switch and Emergency Stop
3. Check with metal detector for nails or screws. Do not plane stock with cracks
4. Check safety guards are operating to give maximum protection
5. Set depth of cut (max 2mm) and lock table.
6. Check and lock fence in position
7. Start the dust extraction unit before using the machine
8. Faulty equipment must not be used and reported to the Duty Member

SAFE OPERATIONAL PROCEDURES

1. Never leave the machine running unattended
2. Use push blocks wherever possible
3. Hands must not be closer than 100mm from the rotating cutter head
4. Place cupped boards with the concave side against the table
5. Plane with the grain. Hold the work piece firmly and apply even feed rate
6. Operator should stand to side of feed-in table to avoid possible kickbacks
7. Before any adjustments, switch off and wait for the cutter head to completely stop

HOUSEKEEPING / WASTE DISPOSAL

1. Turn dust extraction, machine and lights OFF at power point
2. Dispose of MDF or Plywood to rubbish wheelie bin
3. Return jigs and tools to cabinet
4. Return fence settings to standard, e.g.: 90°
5. Clean machine and floor with Vacuum cleaner

DO NOT ...

1. **plane end grain**
2. **machine wood with nails or screws in it.**
3. **machine treated pine**
4. **plane wood with sand or soil on it.**

Standard Operating Procedure

Circular Table Saw

HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☒	Dust	☒	Rollover	☐
	Pinch / crush	☐	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



Close-fitting clothes

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways
2. Ensure you are familiar with the location and operation of the ON/OFF switch and Emergency Stop
3. Check that safety guard/riving knife are fitted and are set to the minimum clearance from the work piece being cut
4. Ensure fence lock is securely tightened
5. Make sure push sticks are at hand
6. Attach feather boards where needed
7. Place Out-feed-roller in place if cutting long pieces
8. Ensure table and work area is clear of tools, timber off-cuts or sawdust
9. Start the dust extraction unit before using the machine

11. Faulty equipment must not be used and reported to the Duty Member

SAFE OPERATIONAL PROCEDURES

1. Never leave the machine running unattended
2. Do not cut freehand, use Jigs
3. Allow the saw blade to obtain maximum speed before making a cut
4. Stand to side of the line of cut
5. Before making adjustments switch off and bring the machine to a complete standstill
6. Never remove off-cuts or sawdust from the saw table while the saw is running
7. Ask someone to tail out when cutting long material or use support stand 8. Use push stick (at least 400 mm long) to guide timber through saw

HOUSEKEEPING / WASTE DISPOSAL

1. Turn dust extraction, machine and lights OFF at power point
2. Dispose MDF or Plywood to rubbish wheelie bin
3. Return jigs and tools to cabinet
4. Return fence and blade angle settings to standard, e.g.: 90°
5. Clean machine and floor with Vacuum cleaner

DO NOT ...

1. **Cut branches or wood with embedded nails or screws**
2. **Cut timber painted, laquered, varnished or having dirt or sand on cutting surfaces**

Standard Operating Procedure

Router Tables

HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☐	Dust	☒	Rollover	☐
	Pinch / crush	☐	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



Close-fitting clothes

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspace.
2. Ensure you are familiar with the location and operation of the ON/OFF switch and Emergency Stop
3. Ensure that router and fence are tightened up.
4. Prepare pushers to hold work-piece safely.
5. Cutting speed is in relation to router diameter, small router high RPM, large router, low RPM
6. Connect dust extractor
7. Faulty equipment must not be used and reported to the Duty Member

SAFE OPERATIONAL PROCEDURES

1. Do not lean over rotating cutter.
2. Feed against router cutting direction
3. Never leave the machine running unattended.
4. Use pusher.

HOUSEKEEPING / WASTE DISPOSAL 1.

1. Switch off machine.
2. Remove cutter and return to shelf.
3. Dispose of MDF or Plywood to rubbish wheelie bin
4. Clean machine and floor with Vacuum cleaner

DO NOT...

1. **Feed workpiece in cutter rotation direction**
2. **Force workpiece into router, (ejection)**
3. **Feed workpiece into router, (overheating, burning)**

Standard Operating Procedure

Thicknesser

TASK	Lathe					
HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☒	Dust	☐	Rollover	☐
	Pinch / crush	☒	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐
PPE REQUIRED						

PRE-OPERATIONAL SAFETY CHECKS

1. Check work area is clear and no slip/trip-hazards are present.
2. Locate and familiarise yourself with the operation of the ON/OFF switch and E-Stop.
3. Faulty equipment must not be used. Immediately report it to the Duty Member.
4. Use metal detector to check for Nails, screws, staples
5. Maximum work piece size. W: 330 mm, T: 200mm. MIN: W:20 mm, T:5 mm, L:150 mm.
6. Plane cupped boards with planer.
7. Start the dust extraction unit before using the machine

SAFE OPERATIONAL PROCEDURES

1. Use push blocks wherever possible.
2. Hands must not come closer than 100mm from the rotating cutter.
3. Make adjustments maximum 0.8 mm = ½ revolution on crank
4. Plane with the grain. Hold the work piece firmly and apply even feed rate.
5. Never leave the machine unattended while it is running.

HOUSEKEEPING / WASTE DISPOSAL

1. Close back door in workshop before machining (noise pollution)
2. Switch off and reset all guards after use
3. Clean with vacuum cleaner.

DO NOT...

1. **plane wood with structural defects, paint, nails soil.**
2. **make a single cut greater than 1.6 mm.**
3. **machine stock less than 170mm long x 20mm wide x 5mm thick.**
4. **machine end grain.**

Standard Operating Procedure

Lathes

TASK	Lathe					
HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☒	Dust	☒	Rollover	☐
	Pinch / crush	☒	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



PRE-OPERATIONAL SAFETY CHECKS

1. Ensure all personnel are trained and authorized to operate the lathe.
2. Inspect the lathe for any visible damage, loose components, or signs of wear.
3. Check that the workpiece is securely clamped in the chuck or between centres.
4. Verify that the cutting tool is properly installed and aligned with the workpiece.
5. Verify the workpiece can rotate without striking the rest.

SAFE OPERATIONAL PROCEDURES

1. Start up the lathe allowing it to reach operating speed.
2. Position the cutting tool in the desired location on the workpiece, ensuring proper clearance and tool engagement.
3. Holding the cutting tool firmly, move it along the workpiece to remove material.
4. Maintain a safe distance from the cutting area to avoid contact with the rotating workpiece or cutting tool.
5. Be aware of any unusual noises, vibrations, or odours during operation.
6. If any issues or errors occur during operation, stop the lathe immediately and troubleshoot the problem before resuming.
7. After machining is complete, shut down the lathe and remove the finished workpiece carefully to avoid damage.

HOUSEKEEPING / WASTE DISPOSAL

1. Turn dust extraction, machine and lights OFF
2. Clean up the machining area, removing any chips or debris from the lathe area.
3. Dispose of any waste material properly according to company policy.
4. Store the lathe tools and accessories in a designated area, ensuring they are protected from damage and unauthorized use.

DO NOT ...

1. Machine chemically-treated materials.

Standard Operating Procedure

Belt Sander

HAZARDS	Flying debris	☒	Heat / cold	☒	Electricity	☐
	Cuts / laceration	☐	Dust	☒	Rollover	☐
	Pinch / crush	☒	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways
2. Ensure you are familiar with the location and operation of the ON/OFF switch and Emergency Stop
3. Avoid small work piece that could slip between gap of the stop and belt. Gripping aids may be use to hold your work piece
4. Faulty equipment must not be used and reported to the Duty Member.

SAFE OPERATIONAL PROCEDURES

1. Never leave the machine running unattended
2. Start up dust extraction equipment
3. Wait till the sander attains full speed before placing your work piece on belt.
4. Move work piece across full belt width.
5. Pushing the work piece hard against the belt generate heat and burning
6. Keep fingers clear of sanding belt.

HOUSEKEEPING / WASTE DISPOSAL

1. Turn dust extraction, machine and lights OFF at power point
2. Clean the sanding belt with the cleaning eraser.
3. Clean machine and floor with Vacuum cleaner

DO NOT ...

1. **sand wood pieces with nails or screws in it.**
2. **sand painted wood**

Standard Operating Procedure

Disc Sander

HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☐	Dust	☒	Rollover	☐
	Pinch / crush	☒	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways
2. Ensure you are familiar with the location and operation of the ON/OFF switch and Emergency Stop
3. Ensure tilting table is set for your job, and locked.
4. Ensure 2mm clearance between the abrasive disc
5. Avoid small work piece that could to slip between gap of the table and abrasive disc. Gripping aids may be use to hold your work piece
6. Faulty equipment must not be used and reported to the Duty Member.

SAFE OPERATIONAL PROCEDURES

1. Never leave the machine running unattended
2. Start up dust extraction
3. Wait till the sander attained full speed before sanding your work piece
4. Work must be resting on the sanding table at all times during sanding
5. Use only the 9 o'clock quadrant of the sanding disc. This part of the disk will push the work piece down on the table, in the 3 o'clock quadrant material is lifted up.
6. Pushing the work piece hard against the disc generate heat and burning
7. Keep fingers clear of sanding disk.

HOUSEKEEPING / WASTE DISPOSAL

1. Turn dust extraction, machine and lights OFF at power point
2. Clean the sanding disc with the cleaning eraser.
3. Return table settings to standard 90°
4. Clean machine and floor with vacuum cleaner

DO NOT ...

1. **sand wood pieces with nails or screws in it.**
2. **sand painted wood**

Standard Operating Procedure

Spindle Sander

HAZARDS	Flying debris	☒	Heat / cold	☒	Electricity	☐
	Cuts / laceration	☐	Dust	☒	Rollover	☐
	Pinch / crush	☐	Noise / vibration	☐	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways
2. Ensure you are familiar with the location and operation of the ON/OFF switch and Emergency Stop
3. Avoid small work pieces that could slip between gap of the table and spindle. Gripping aids may be use to hold your work piece
4. Internal shapes MUST be by at least 10 mm larger than drum size.
5. Machine spindle must be stationary before positioning workpieces to be internally shaped
6. Before any adjustment, change-over or maintenance, power must be unplugged.
7. Faulty equipment must not be used and reported to the Duty Member

SAFE OPERATIONAL PROCEDURES

1. Never leave the machine running unattended
2. Start up dust extraction
3. Wait till the sander attained full speed before placing your work piece against drum.
4. Move work piece along drum.
5. Pushing the work piece too hard against the drum will generate heat and burning.
6. Keep fingers clear of sanding drum.

HOUSEKEEPING / WASTE DISPOSAL

1. Turn dust extraction, machine and lights OFF at power point
2. Clean the sanding drum with the cleaning eraser.
3. Clean machine and floor with Vacuum cleaner

DO NOT ...

1. **sand wood pieces with nails or screws in it.**
2. **sand painted wood**
3. **wear gloves**

Standard Operating Procedure

Scroll Saw

HAZARDS	Flying debris	☒	Heat / cold	☐	Electricity	☐
	Cuts / laceration	☒	Dust	☒	Rollover	☐
	Pinch / crush	☐	Noise / vibration	☒	Plant interaction	☐
	High pressure	☐	Entanglement	☒	Other:	☐

PPE REQUIRED



PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways
2. Ensure you are familiar with the location and operation of the ON/OFF switch and Emergency Stop
3. Ensure tilting table is set for your job
4. Ensure blade is integral, locked into position and sharp. Apply tension to the blade.
5. Avoid small work piece that could to slip between gap of the table and blade.
6. Faulty equipment must not be used and reported to the Duty Member.

SAFE OPERATIONAL PROCEDURES

1. Never leave the machine running unattended
2. Start up dust extraction
3. Wait till the saw attained full speed before inserting your workpiece
4. Apply firm downward pressure to the workpiece feeding it gently through the blade
5. Work must be resting on the cutting table at all times during cutting
6. Keep fingers clear of saw blade.

HOUSEKEEPING / WASTE DISPOSAL

1. Turn dust extraction, machine and lights OFF at power point
2. Clean the machine and surrounding areas.
3. Release the blade tension
4. Return table settings to standard 90° if previously moved