



Member Information Booklet

This information booklet is issued by the WWI committee, is binding on all members and compliance is a condition of using the club rooms and equipment.

17 October 2024

INTRODUCTION OVERVIEW

We hope you will find Waverley Woodworking Club friendly and helpful.

This guide will give you a summary of our procedures and hopefully, will answer some questions you may have about the operation of the club. This document should be read in conjunction with the Waverley Woodworkers Inc (WWI) General Workshop Rules which addresses issues: health and safety, general rules and etiquette; hazards; second-hand timber; dust control; maintenance, controlled materials; insurance etc.

Our club is run by the members for the members. Please take your time to read it and use as a general reference until you become familiar with the points covered. However, always keep in mind you can just ask a member if you are unsure of anything.

Opening times

Our opening times of the club may change from time to time so all the information is to be found on our web site at :

www.waverleywoodworkers.com

There is an endorsed Member on Duty during opening times. This person is responsible for the safe operation of machines however may not be knowledgeable about specific aspects of your projects. Please respect the Member on Duty and comply with the advice that is given on safety procedures.

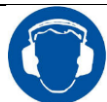
How we act in the club

Our club is for members to enjoy undertaking woodwork projects. We expect all members to respect each other and the work each of us does. We have zero tolerance for abuse, bullying or treating anyone dismissively or inappropriately.

Any incidents of this nature are treated seriously by our committee and may result in disciplinary action that could lead to temporary suspension or expulsion from the club.

Safety procedures

Safety is of paramount importance to club members - see WWI General Workshop Rules. It is also mandatory that all members have read and adhere to the Safety Operating Procedures (SOP) of the machines. Members are required to record that they have read the SOPs (Appendix 1 to this booklet) and sign in the appropriate place (Appendix 2) before any of the machines are able to be used.



Hearing and eye protection must be worn by all people within the Club whenever powered machines are operating.

CCTV for Security and Member Safe Use of Equipment

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The club has CCTV facilities installed to:

- Provide security monitoring in the event of attempted break ins, etc (after hours / 7 days);
- The CCTV is not activated during normal work sessions.

Club Events

Club events may be held– check the monthly club newsletter to confirm. Club events are typically held February, March, April, May, September, October, November and December.

The format of the event generally includes a speaker (wide range of topics), an update for members on the Club, grants, activities and equipment purchases proposed and a Members' "show and tell" session where members highlight their completed or partially completed projects.

This is a useful time to hear about the experience of others and to pass on your experiences. The committee always welcomes suggestions for speakers for club events so if any member knows of a suitable speaker pass it on to a committee member.

Project storage

There is very minor provision for short term storage of your partially completed project (not too big) on the shelves in the sanding room. Please see the club member on duty for advice. Your project should be clearly labelled and only stored there for a limited time. Do not leave your project there whilst you move on to other activities.

Any projects requiring an over night glue up must be unclamped and removed at the start of the following day's session. Please do expect "some one else" to do the unclamping and clean up for you.

Borrowing equipment

There is a rule in the club that **no equipment can be borrowed**. All club tools and equipment must be returned to their designated storage racks and positions at the end of a session.

House Keeping

All members are expected to maintain a clean and tidy workspace while at the workshop. Vacuum cleaners are available for use by all members and should be used regularly to ensure wood dust and shavings are kept to a minimum on the floor and work benches. Please do not leave it to "some one else" to do it for you.

Please feel free to help out with the vacuuming during a work session.

All members are expected to clean up their work/ machine area on completion of a task so that the next person has a clean and tidy space .If a club member has not cleaned up, they may be asked to do so by the Member on Duty, committee member or general member. Please do not take offence if you are asked to clean up after yourself.

Wood shavings collection and disposal

Our daily operations generate a lot of wood shavings that get collected by our integrated dust extraction system. We rely on our members to remove bags of shavings to their own gardens or green waste. If you are doing a big thickening / jointing job that generates lots of shavings (e.g. thickening a slab or multiple planks can easily fill a bag) you are expected to take the bag of shavings – a case of your material, you take what you generate.

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If you would like wood shavings for your garden mulch – please check out in the driveway. There is a storage area for wood shavings bags next to the dust extractor cage. Help yourself to what you need – it's free.

Phone calls

The club telephone is primarily for use in emergencies and so that others may contact you at the club.

Timbers and other Woodwork Supplies

We are not a timber re-seller and all members are expected to bring their own timber supplies. Members may use MDF, particle board, plywood and solid timbers. Members are prohibited from using materials such as chemically impregnated treated pine.

On occasion, the club acquires donated timber that is surplus to the club's community projects. If this becomes available, we advertise its availability. If members express an interest, the material is available for a modest donation to the club.

Reclaimed timber – many of our members use reclaimed timber. Before using such timber – members must ensure the material is free of paint, varnish, moisture, grit, metal. Metal detectors and moisture meters are placed at machines for members use prior to milling anything. Any damage to the club's machines arising from compromised timber will be investigated and referred to the club's committee for consideration of action. If the damage is attributable to operator misuse – the cost to replace/ repair will be re-charged to the member concerned. Remember – if you are in doubt ask for advice from the Member on Duty.

There are some minor offcuts available in a bin beneath the lay out table near the thicknesser - avoid end-grain tear-outs, but it is best to bring your own timber.

Library and Woodwork magazines

There is a club library of woodworking magazines and reference books in the office which may be borrowed for short periods only. This facility is for all members and operates on an honesty system. Feel free to make a copy of any article that you may wish to retain.

Members to provide

Members should provide their own consumables – glue, masking tape, pencils, glue rags, timber biscuits and dowels, sand paper, orbital sanding pads etc. These are consumables that are not included in members annual subscriptions and are personal account items

All members should have their own tool box to store these items plus safety glasses, hearing protection, member badge and other personal items.

Lost Property

Any tools, items of clothing etc left behind by club members is placed in the box on the bottom shelf in the office. If not claimed within a reasonable time, they will be offered to members or donated to the Salvos.

Club Representation

Members are encouraged to attend functions in which the club participates. These are the various festivals and community fun days that are held in the City of Monash. WWI is supported by the City of Monash and we are expected to participate in these community activities.

Members are encouraged to “pull their weight” by volunteering to man the displays from time to time and to contribute woodwork items for display or sale.

Our club functions through the collective effort of our members – please be proactive with your support.

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Commercial Items at the Club.

The Club is for personal or Club project activities and NOT for personal commercial projects. If you are uncertain about what that means please consult with the member on duty or a committee member.

WWI Involvement in Commercial Activities

Whilst the Club does not pursue commercial activities, there are situations where certain projects assist in the aims of the Club. Where considered appropriate by the Committee that the skills and resources of members and the Club can responsibly engage in the undertaking of commercial works **FOR THE SOLE BENEFIT OF THE CLUB**, then such works will be undertaken and any proceeds absorbed into Club funds.

Working Bees

From time to time the club holds working bees to clean up and perhaps carry out a specific project. Your voluntary participation is encouraged and lessens the load on all members of the club. The major one is a clean-up day at the end of the year. The workshop is closed for general woodworking on those days.

Newsletter

The club newsletter is issued monthly with the preferred method by email. Members are encouraged to contribute with appropriate articles or photos. These can be left in the editor's pigeon-hole in the office or emailed to the email address in the newsletter.

Club Fees

Club fees are charged from 1 July to 30 June each year. New members are charged at a pro-rata rate for the annual membership, joining fee and a "Gold Pass" fee (if required). Renewals are due in July and must be paid by August to ensure your membership does not lapse and another joining fee required.

Remember the Session Fee and pay in the box near the sign-on book for each session attended, unless you have paid for a "Gold Pass" for unlimited attendance within the advertised opening hours.





Website

WWInc has a website www.waverleywoodworkers.com which gives details of the club, history, some rosters, etc. Members are encouraged to submit photos of their project to info@waverleywoodworkers.com

WAVERLEY WOODWORKERS INC SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Bandsaw

	Eye protection must be worn		P1 dust mask is recommended
	Footwear with substantial upper must be worn		Hearing protection must be worn

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

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Dust
2. Cutting
3. Eye injury


DO NOT ...

- | | |
|----|--|
| 1. | ... cut very small pieces without jig. |
| 2. | ... cut cylindrical or irregular stock without jig |
| 3. | ... cut tight curves with wide blade |

SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Mitre Saw

	Eye protection must be worn		P1 dust mask is recommended
	Footwear with substantial upper must be worn		Hearing protection must be worn

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

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Cuts, contact with rotating blade, Hand injury
2. Noise
3. Dust
4. Wood chips, Eye injury






DO NOT...

1. ... cut logs e.g. round pieces
2. ... cut wood with sand, soil, paint or with nails imbedded.
3. ... cut pieces shorter than 200mm
4. ... cut treated pine

SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Pedestal Drill Press

	Eye protection must be worn		Long and loose hair must be contained
	Footwear with substantial upper must be worn		Close fitting clothing must be worn
	Hearing protection must be worn		

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.

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Crushing 2. Cutting 3. Dust 4. Eye injury 5. Striking 6. Noise 7. Entanglement

DO NOT ...

1. machine treated pine.
2. wear gloves.

SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Surface Planer / Jointer

	Eye protection must be worn		Hearing protection must be worn
	Footwear with substantial upper must be worn		P1 dust mask is recommended.

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 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

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Crushing
2. Cutting
3. Dust
4. Eye injury
5. Striking
6. Noise

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.

SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Circular Table Saw

	Eye protection must be worn		P1 dust mask is recommended.
	Footwear with substantial upper must be worn		Hearing protection must be worn

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

HEALTH, SAFETY & ENVIRONMENTAL RISKS

- | | |
|---------------|-------------|
| 1. Crushing | 5. Noise |
| 2. Cutting | 6. Striking |
| 3. Dust | |
| 4. Eye injury | |

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

SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Thicknesser / Planer

	Eye protection must be worn		P1 dust mask is recommended
	Footwear with substantial upper must be worn		Hearing protection must be worn

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 suspect equipment to the Duty Member.
4. Adjust height to maximum work piece size.
5. Use metal detector to check for nails, screws, staples, etc...
6. 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. Place cupped boards with the concave side down on the table.
4. Plane with the grain. Hold the work piece firmly and apply even feed rate.
5. Never leave the machine while it is running.
6. Do not set cut more than 2mm for soft wood, and 1mm for hard wood.

HOUSEKEEPING / WASTE DISPOSAL

1. Close back door before machining (noise pollution).
2. Switch off and reset all guards after use.

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Noise. MAX machining time 30 Minutes ON, 30 Minutes OFF. Arrange with Members.
2. Dust
3. Eye injury
4. Striking






DO NOT...

1. plane wood with structural defects, paint, nails, soil.
2. make a single cut greater than 2mm.
3. machine stock less than 300mm long x 20mm wide x 15mm thick.
4. machine end grain.

SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Router Tables

	Eye protection must be worn.		P1 dust mask is recommended
	Hearing protection must be worn		Close fitting/protective clothing to cover arms and legs must be worn
	Protective footwear must be worn		

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

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Dust
2. Eye injury
3. Striking
4. Noise
5. Cutting

DO NOT...

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

SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Belt Sander

	Eye protection must be worn		P1 dust mask must be worn.
	Footwear with substantial upper must be worn		Hearing protection must be worn

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

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Crushing
2. Abrasion
3. Dust
4. Eye injury

DO NOT ...

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

SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Twin Drum Sander

	Eye protection must be worn		P1 dust mask recommended
	Footwear with substantial upper must be worn		Hearing protection must be worn

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, Table on/off and speed controls and Emergency Stop button and the table feed lever.
3. Minimum sizes for work pieces – 300mm long and 6mm thick. Ensure you observe the no go zones at the sides of the roller table.
4. Faulty equipment must not be used and reported to the Duty Member.

SAFE OPERATIONAL PROCEDURES

1. Never leave the machine running unattended
2. Open the dust extractor gate to allow power to the unit.
3. Check condition of sanding abrasive prior to use with Duty Member.
4. Place workpiece on table and adjust height as per instructions.
5. Take very light passes – maximum 1/12th per the dial indicator.
6. Ensure workpiece is true and even and free from any metal, etc.
7. For best results sand with the grain.
8. Observe Ammeter to ensure you are not over stressing the operation by running the table belt too fast.
9. Do not place hands in proximately to the sanding drums.
10. When sanding long lengths use the roller stands to maintain level travel thru the sander.
11. Ensure you avoid the hazard marked extremities on the table 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

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Crushing 2. Abrasion 3. Dust 4. Eye injury

DO NOT ...

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

SAFETY OPERATING PROCEDURE

Disc Sander

	Eye protection must be worn		P1 dust mask must be worn
	Footwear with substantial upper must be worn		Hearing protection must be worn

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

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Crushing
2. Abrasion
3. Dust
4. Eye injury

DO NOT ...

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

SAFETY OPERATING PROCEDURE

Thicknesser

	Eye protection must be worn		P1 dust mask is recommended
	Footwear with substantial upper must be worn		Hearing protection must be worn

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 = 1/2 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.

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Noise. MAX machining time 30 Minutes ON, 30 Minutes OFF. Arrange with Members.
2. Dust
3. Eye injury
4. Striking

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.

SAFETY OPERATING PROCEDURE

Date Issued 17/10/2024

Spindle Sander

	Eye protection mask must be worn		P1 dust mask must be worn
	Footwear with substantial upper must be worn		Hearing protection must be worn

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

HEALTH, SAFETY & ENVIRONMENTAL RISKS

1. Crushing
2. Abrasion
3. Dust
4. Eye injury
5. Entanglement

DO NOT ...

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

	Health & Safety Induction Register	Appendix 2	
Process Owner <i>WWInc</i>	Waverley Woodworkers Inc	Edition No: 4	Valid from: current
		Next Review Date: Year 2025	Page: of

New Members are required to read the Waverley Woodworkers Inc Code of Conduct, Safeguarding vulnerable people policy, Member information booklet, General Workshop Rules and Safe Operating Procedures (SOP) of the machines listed on this form; review our online safety videos (as offered from time to time) and attend induction sessions on the safe operation of the machines. You are also required to sign the Health & Safety Register stating that you have undertaken the instruction.

I, -----

WW Inc member, have read, understood and will comply with the WW Inc procedures.

Machine	I have read and comply with the SOP instructions (please tick)	I have attended the instruction/training of safe operation on the following machine (tick)	Date of instruction/ training	Signature of instructor
Thicknesser				
Cross-cut/ Mitre saw				
Bandsaws				
Table Routers				
Pedestal Drills				
Table Saw				
Jointer/Planer				
Disk sanders				
Belt Sander				
Reciprocating Spindle Sander				
Scroll saw				
Twin Drum Sander				

Signed: _____ **Date:** _____