



**WOODCRAFT
GUILD · ACT**

General Machine Safety

Only independently use machines that you have been accredited to use properly and safely. Make sure you understand instructions before attempting to use any tool or machine. And ask questions if you have any doubts about doing the work safely.

- Do not wear loose clothing, work gloves, neckties, rings, bracelets or other jewellery that can become entangled with moving parts.
- Always use appropriate PPE including safety glasses or shield.
 - Wear dust masks when required.
 - Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the workshop. If you have trouble hearing someone speak from a metre away, the noise level from the machine is too high. Damage to hearing may occur.
 - Use gloves to protect hands from splinters when handling wood but *do not* wear them near rotating blades and other machinery parts where the gloves can catch.
 - Wear protective footwear when required.
- Turn the power off at the isolating switch before inspecting, changing, cleaning, adjusting or repairing a blade or a machine.
- Make sure the guard is in position, is in good working condition, and guards the machine adequately before operating any equipment or machine. Check and adjust all other safety devices.
- Check that keys and adjusting wrenches are removed from the machine before turning on the power.
- Inspect timber stock for nails, staples, loose knots or other defects before cutting, planing, routing or carrying out similar activities.
- Ensure that all cutting tools and blades are clean, sharp, and in good working order so that they will cut freely, not forced.
- Use extension tables or roller supports for large workpieces. Supports should be placed on both sides (infeed and outfeed).
- Keep work area free of clutter, clean, well swept, and well lit.
 - Ensure that the floor space around the equipment is sufficient to enable you to machine the size of work piece being processed safely without bumping into other workers or equipment.
 - Do not use compressed air to remove sawdust, turnings, etc. from machines or clothing.
 - Use good lighting so that the work piece, cutting blades, and machine controls can be seen clearly.
 - Leave work area clear and tidy.
- Keep hands out of the line of a cutting blade. Use a "push stick" to push material into the cutting area.
- Avoid awkward operations and hand positions where a sudden slip could cause your hand to move into the cutting tool or blade.
- Jigs are also useful in keeping hands safe during cutting procedures. Clamp down and secure all work pieces when drilling, sanding, cutting or milling.

- Kick-back can cause serious injury. Do not stand directly behind stock that is being cut, planed, or jointed to avoid injury from kick-back.
- Do not remove sawdust or cuttings from the cutting head or machine by hand while a machine is running. Use a stick or brush when the machine has stopped moving. Do not try to free a stalled blade before turning the power off.
- Do not leave machines running unattended.
- Do not leave a machine until the power off is turned off and the machine comes to a complete stop.
- Always keep your attention on the work. For example, if you must talk to another person, turn off the equipment first.
- Do not distract or startle an operator while he or she is using Guild equipment.