



## 3. Basic Safety Rules for Using Machinery & Power Tools

### General Approach

Sheddit's approach is to allow members to authorise themselves to use an item of machinery, but only if they feel that they have the necessary skills and experience and are confident in the machinery's use. If a member does not feel comfortable to use any machine then the person should ask for instructions from a member of the committee. Arrangements will then be made for guidance to be given.

Guidance may only take a few minutes by an agreed competent person and should cover:

- The features of the machine and its purpose;
- Familiarity and review of the risk and instruction card;
- Setting up the machine and the use of various guides;
- Changing and or adjusting the cutting tools;
- Security of the work piece and safe handling of the materials;
- Demonstration of use;
- Hands on user test;
- Personal Protective Equipment.

### Categories of Tools

The tooling in the Shed is broken up into 2 categories, hand powered and more complex fixed machines. For electrically powered hand tools (with the exception of electric routers) individual advice will be offered if the user is uncertain of the operation. For fixed machine tools (e.g woodworking lathe, radial arm saw) and hand held routers training and instruction will be required for **all** members using this category of machinery. (Where a member is accompanied or supported by a carer it is compulsory that the carer also receives the same training and competence level.)

Fixed Machines and hand held routers shall not be used unless adequate competence is achieved, recorded and sustained. The purpose of this is to ensure that proper safety precautions are taken and awareness of correct operation is achieved to prevent accidents and damage.

Each fixed machine and hand held router will have a one-sheet briefing document which outlines the principle risks, preventive measures (PPE etc) and basic operation of the machine (setting up, allowing to attain operational speed etc). This will be available in the Health and Safety policy document and where practical, posted on or beside the machines.

**Once a member feels comfortable using a machine, he or she should sign the master sheet displayed in the main workshop.**



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### General Operating Guidelines

In addition to the individual briefing sheets for each machine, the following outlines the general operating guidelines to be followed by each member.

- If you haven't used the machine before and are unsure about its operation DO NOT use the machine until you have been trained in its use.
- Unplug the machine from the mains and check to see if it's clean and in working order.
- Set the machine up for your needs making sure all safety guards and guides are properly fixed and secure.

#### **(NEVER ADJUST OR SET UP MOVING PARTS OF A MACHINE WHILST IT IS PLUGGED IN)**

- Dry run your work process to ensure that it will pass unimpeded through the machine or the machine will pass over the work piece properly. Ensure, especially if using pre-used material (wood/MDF etc) that the work piece is inspected to ensure there are no old fixings (screw/nails etc) embedded. Beware of clamps and mains cables obstructing the free flow of the work piece and ensure there is clearance for your work to pass right through and is correctly supported on the out-feed.
- Ensure that members around you are aware that you are about to use the machine so that you have proper work clearance and will not be distracted by them whilst running your piece.

#### **(NEVER INTERRUPT OR DISTRACT ANYONE WHILST MACHINING IS IN PROGRESS)**

- Ensure that any dust extraction system connected to the machine in use is switched on before you use the machine.
- Put on the recommended Personal Protection Equipment (PPE) and make sure your clothes are not loose and cannot snag in the machine. You should also make sure you have secure footing.
- Check switches are off and plug in the machine.
- Switch on allowing the machine to achieve full running speed.

#### **(NEVER LEAVE A MACHINE RUNNING UNATTENDED)**



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- Run your workpiece using the appropriate methods and pushers etc for the specific machine.
- If you need to adjust the machine for further cuts switch off and wait for the machine to come to a stop.

**(IF THIS REQUIRES TOUCHING MOTIVE PARTS YOU MUST UNPLUG THE MACHINE FIRST)**

- Switch off when done and await the machine to fully stop.

**(DO NOT REMOVE CUT OFFS UNTIL COMPLETELY MACHINE IS STOPPED)**

- Always **UNPLUG** the machine when you have finished and clean up the machine and floor area.

Electrical equipment used outside is to be connected using the supplied orange cable with the in-line RCD fitted. This will give added protection to users. Care is to be taken when working outside not to obstruct our landlord's right of way or access to and egress from the workshop.