

## WORKSHOP SAFETY RULES

### CLOTHING

We do not have a strict dress code for the workshop but some rules must be applied as follows.

### CLOTHING

- A. Stout footwear must be worn preferably industrial standard. No open toed or flimsy footwear such as trainers or sandals.
- B. No loose clothing or dangling jewellery which would be likely to catch in machinery this also includes watches. Cuffs if worn should be elasticated or have Velcro straps which can be fastened.
- C. It is advisable to have a close neckline when turning or using any equipment producing chips or shavings this is for general comfort.

### DUST

- A. The air filters must be used whenever sanding is being carried out in the workshop
- B. The vacuum extractors must be used on any lathe process causing dust. The large hoses must be used and supported as close as possible to the work without causing danger.
- C. If using hand held dust producing equipment which does not have a dust extract facility ensure a dust mask is used and other occupants are advised. Use a dust extraction hose attached to one of the vacuum units. Clean up when finished.
- D. Clean and vacuum the work area as required during use and when finished working.
- E. When using the band saw if cutting a large amount of timber connect one of the vacuum units to the dust extract port. When finished disconnect the supply and clean the wheel housings and the surrounding area
- F. Some equipment such as the disc and belt sanders use a separate extract system this must be connected to a vacuum unit. Ask if unsure what to use.

### PROXIMITY

- A. Before starting work ensure you have adequate room to work without affecting others. This is important when handling larger sections of material on the saw and other equipment. If a problem exists ask for assistance most members are keen to help and at other times may require your help. Remember we are a club run for pleasure.
- B. Think before taking any action what will be the impact on others using the workshop. This is important at all times but more so at busy times.

### ABILITY

- A. Some equipment in the workshop requires a higher degree of skill or understanding please ensure you are given instruction and training to use any machine or equipment. If you are not trained to use any machine please ask and someone who is trained will assist.
- B. If unsure about any task please ask for assistance. Nobody knows everything about workshop procedures and we all have to ask for advice it is no shame to do so and can avoid accidents and errors.

## LONE WORKING

- A. Lone working is not permitted please ensure if you are using any machine someone is aware of this and can be in the same room as you.
- B. Simple tasks such as assembling, marking out, decorating, or designing can be done in a separate room but always ensure someone knows you are there.

## HAZARDOUS SUBSTANCES

- A. Many substances come with hazard warnings on the package please read the warnings and ensure the instructions are carried out.
- B. Ensure no other person is affected by the use of any substance you are using this includes allergies and other ailments such as breathing.
- C. If using any substance which gives off noxious fumes use outside or in adequately ventilated area.
- D. Any materials with hazardous warnings must not be stored in the premises.
- E. Sharp objects must not be disposed of in the general waste bin. A sharps disposal system will be put in place for this purpose.

## PERSONAL PROTECTIVE EQUIPMENT

This is additional equipment designed to protect you from any of the hazards described above. This equipment referred to as PPE must be used when a risk of the following is present.

- A. Excessive Noise  
Some equipment or areas have loud noise levels often exceeding 90 decibels which can damage hearing. Ear defenders are provided in the club and must be worn. Hearing loss is not recoverable so protect what you have now.
- B. Footwear  
This is your responsibility to provide and has been covered in the section on clothing but as it is important it will be repeated here. Stout footwear must be worn preferably to industrial standard. No open toed or flimsy footwear such as trainers or sandals may be worn in the workshop. The reason for this is that heavy items such as chucks, hammers, gouges, heavy sections of timber, and other objects are used and could possibly fall on your foot even if you are not using them.
- C. Face protection  
some operations involve the risk of flying objects such as turning wood with bark on it. Face masks are provided and must be used.
- D. Dust Masks  
The workshop has good dust extract and filter systems installed but when performing dust producing activities in close proximity to the work some dust will be released into the air in the immediate vicinity of the person the only method of protection is a dust mask. It is the duty of each person to wear a mask. Full face air shields give excellent protection. Many other disposable and semi disposable masks are available and the choice is left to the individual person to chose the most suitable and comfortable type.

## EATING AND DRINKING IN THE WORKSHOP

Due to the dangers of contamination food and drink should not be taken in the workshop during turning sessions, anyone doing so should be very careful to avoid contact with any other person whilst carrying a hot drink from the kitchen area to the main hall, scalding can cause serious burns to you and others. This recommendation applies to all meetings.

## GENERAL SAFETY

Remember the safety of yourself and all other users depend on each member being a personal health and safety person. Think before doing anything. Think while doing anything. Think after doing anything. And most importantly think of others.