

Safe Work Practice (SWP)

Name of Task	
General Safety Practices for Woodworking Machines	
Department/Unit: Trades Programs, Maintenance	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved footwear, and hearing protection. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
Hazards: Serious injury, cuts, hearing and vision loss.	
Required Training:	Training in-house by individuals, experienced and knowledgeable with the tools.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks:- <ul style="list-style-type: none"> Ensure all guards are in position, in good working condition, and guarding the machine adequately before operating any equipment or machine. Make sure the equipment is properly grounded before use Check that keys and adjusting wrenches are removed from the machine before turning on the power Inspect stock for nails, loose knots, warps, and other foreign objects etc. before starting any activity such as cutting, planning, or routing. Ensure that all cutting tools and blades are clean, sharp and in good working order so that they will cut freely, not forced.
2	Wear specified personal protective equipment.
3	Make sure that all machines have start and stop buttons within easy reach of the operator. Start button should be protected so that accidental contact does not start the machine.
4	Turn the power off and unplug the power (or lock out the power source) before inspecting, changing, cleaning, adjusting or repairing a blade or a machine.
5	Use a push stick to push material into the cutting area. Jigs are also useful in keeping hands safe during cutting procedures. Keep hands out of the line of the cutting blade.
6	Clamp down and secure all work pieces when drilling or milling.
7	Use good lighting so that the work piece, cutting blades and machine controls can be seen clearly. Position or shade lighting so they do not shine in the operator's eyes or cause any glare and reflections.
8	Ensure that the floor space around the equipment is sufficient to enable you to machine the size or work piece safely without bumping into other workers or equipment.
9	Woodworking machines should be fitted with efficient and well-maintained local dust collection systems.
10	Power cords should be above head level or on the floor in such a way that they are not considered tripping hazards.
11	Keep work area free of clutter, clean, well swept and lit. Spills should be cleaned up immediately. Floor areas should be non-slip around machinery.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify</i>	

Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.

Completed by and Date:

Approved by:

Last Reviewed/Revised by and Date:

Note: This task will be monitored periodically to ensure compliance and effectiveness.