

STANDARD WORK INSTRUCTION (SWI _____)

Equipment _____

This work instruction describes the correct method of operating the _____ to protect the safety and well being of the operator.

This work instruction covers all steps involved with the pre-start checking, setting up for use and operation of the _____

Responsibilities

Bribie & District Woodcrafters Association Incorporated are responsible for:

- Ensuring safe plant & equipment
- All operators are accredited and registered
- Providing operators with the appropriate Personal Protection Equipment (PPE)
Safety glasses, Face shields, Dust masks, Ear muffs.

Personal Protection Equipment

What	Use	Type/requirements
Safety footwear	Mandatory	Fully enclosed footwear
Eye protection	Mandatory	Safety glasses/Face shield
Hearing protection	Mandatory/Optional	Ear muffs
Clothing	Mandatory	No loose fitting clothing or jewellery, long hair to be tied back
Dust protection	Mandatory	Facial dust mask

The operator is responsible for:

- The safe and correct operation of the machine.
- Wearing the appropriate PPE for the machine.
- Suitable clothing, no loose fitting or floppy clothing.
- Fully enclosed footwear.
- Ensuring before starting the machine and during the operation no person including the operator will be endangered by the operation of the machine
- Ensuring the machine is not left operating and unattended at any time
- Ensuring good housekeeping at all times around the machine
- Immediately reporting any faults, damage or malfunction of the machine to the shed duty officer

Pre-start check

1. Ensure there are no slip/trip hazards near the machine.
2. Ensure electrical lead has a current tag and is in good condition.
3. Check start/stop switch operates effectively.
4. Check machine for any other defects.
5. Ensure PPE is available.
6. If dust extraction is required and/or necessary ensure it is operating.
7. Ensure there are no objects or personnel that may impair or impede the safe operation of the machine or that the operation may impair the safety of any other activity within the workshop.
8. Ensure material to be worked is free from any imperfection or foreign objects i.e. metal etc.
9. Ensure you are wearing the appropriate clothing and footwear.
10. Ensure any or all guards to the machine are in place and functioning.

Operation

1. Press start button and allow full revolutions before using to prevent overloading.
2. Ensure you are wearing appropriate PPE.
3. Feed work piece evenly and firmly into machine, do not force the operation, let the machine do the work.
4. Keep all parts of your body well clear of moving parts.
5. Do not leave machine running unattended.
6. Ensure any feed into or from the machine does not encroach into walkways.
7. Switch machine off before any operational adjustments.
8. Be aware that handling long lengths of material is a two person operation.
9. Ensure, on completion, machine is switched off and dust extraction, if used, is terminated.