

GOVERNANCE MODEL
FOR THE OPERATION OF
THE HOBBY CENTRE
JEWELLS LIFESTYLE COMMUNITY
7 NTABA ROAD JEWELLS

SUMMARY:

It is proposed that the “The Hobby Centre” at Jewells Lifestyle Community be operated by a Hobby Centre Committee made up of a **Shed Co-ordinator and at least (2) two Committee Members**. The Members of the Hobby Centre Committee would be appointed annually by the Residents Committee and approved by the Manager of the Jewells Lifestyle Community. Members of the Committee would be appointed with regards to their abilities with the machinery and organizational skills.

The Hobby Centre would be operated at time agreed by the Committee and only under strict guidelines as set out in **the attached operating procedures**. Workplace Health and Safety is of the highest priority and the following documents include induction and operating procedures for all the different types of machinery/craft items available in the Hobby Centre.

It is envisioned that participants will pay a small annual fee plus perhaps a **Gold Coin Entry Fee**. These details can be discussed by the Operating Committee in conjunction with the Residents Committee. Whilst the Centre is primarily for the use of “Village Residents”, it will welcome visitors and Craft Presenters for the benefit of all in the Village. Further the Centre will have open days when all Village Residents can participate.

We look forward to this facility being a place where residents can meet together to use or develop skills to enhance their lifestyle and use their skills in making objects, for themselves, or for sale to worthwhile community projects.

**ATTACHED ARE THE FOLLOWING OPERATION
PROCEDURES
AND
DOCUMENTS:**

The Hobby Centre- Jewells Lifestyle Community

LISTING OF OPERATING PROCEDURES DOCUMENTATION

1. The Centre's Equipment and Machinery Hazards Evaluation and Risk Assessment	Page 3
2. The Centre's Rules and Codes of Practice	Page 6
3. The Centre's User Agreement	Page 8
4. The Centre's Accident Reporting and Investigation	Page 10
5. The Centre's Incident Notification Guideline	Page 12
6. The Centre's Incident and Corrective Action Report	Page 13
7. The Centre's Accident Investigation Report	Page 15
8. Plant/Machinery Hazards Identification & Risk Assessment Control	Page 17

NOTE: These documents were originally prepared for the Adventist Retirement Village at Victoria Point Queensland. They were carefully reviewed by Legal Experts. This document has also been updated and modified to suit the Jewells Lifestyle Community Hobby Centre and has been submitted to ASL Management for approval.

THE HOBBY CENTRE

JEWELLS LIFESTYLE COMMUNITY

WORKSHOP AND CRAFT CENTRE EQUIPMENT AND MACHINERY

HAZARDS EVALUATION AND RISK ASSESSMENT

PURPOSE.

- Hazards Evaluation and Risk Assessment techniques are designed to cover all operational equipment and machinery acquired or purchased and used within the '**Hobby Centre**' at the Jewells Lifestyle Community.
- Hazards can be listed and ranked according to their severity. Associated risks can then be ascertained and dealt with and the appropriate operating procedures and training undertaken.
- This procedure aids in the decision whether control measures need to be applied and suggests possible measures to reduce or safeguard against the specific level of risk.

RESPONSIBILITIES

- All persons who use the Hobby Centre are responsible for following the instructions given in any operating procedure and **must be qualified or undergo the appropriate training associated with the specific equipment they intend to use.**
- All safeguards must be followed, and the recommended safety equipment worn.

PROCEDURE

1. EVALUATION PROCESS

- a. Prior to issuing or using any equipment or machinery within the Centre a full evaluation and assessment must be carried out.
- b. The **Hobby Centre Committee** of at least 3 members (appointed by the Residents' Committee and confirmed by the Village Manager) will be responsible for undertaking the Hazards Evaluation and Risk Assessment and writing operating procedures where necessary. A minimum of two personal must be involved in the evaluation and a full report must be given to the Village Manager.
- c. The Committee representatives must have a combination of training, knowledge, experience and have the ability to make sound judgments for the assessment.
- d. The Hobby Centre Committee, in consultation with the Village Manager, may seek external expertise if they deem the specific piece of equipment is outside their level of expertise.

- e. The Hobby Centre Committee will be responsible for maintaining the Hazards Evaluation & Risk Assessment Documentation and to review the evaluations on a regular basis to ensure that they are still relevant. Such reports must be provided to the Village Manager on an annual basis.
- f. Jewells Lifestyle Community - will provide an electrician on an annual basis to test & tag all equipment within the Centre to ensure that it is electrically sound for operation. Records of this will be kept in the village office – and the costs for the testing will be met from Hobby Centre Funds.

2. EVALUATION PROCEDURE

- a. The Hazards Evaluation & Risk Assessment will be carried out using the attached assessment form.
 - i. Each specific piece of equipment or machinery is to be rated on every hazards category whether deemed relevant or not.
 - ii. Hazards Assessment rating of between 0 and 6 should be given using the following guidelines.
 - 0 = No Hazard
 - 1 to 2 = Negligible Risk
 - 3 = Medium or Significant Risk
 - 4 to 5 = High to Very High Risk
 - 6 = Unacceptable Risk
 - iii. In the Risk Management & Control Strategies Column information on procedural areas and safety equipment should be listed.
 - iv. Once the front of the form is completed a summary of Operational Training Requirements and Protective Safety Equipment needs is to be filled in on the back of the form.
 - v. The Assessment form should be signed off by an authorized person and filed. (An authorized person is a qualified person in 'Manual Arts' and appointed by the Village Manager)
 - vi. Any new piece of equipment that carries a level of risk and requires operator training must be added to the Hobby Centre's User Agreement - Competency List.
- b. **NOTE- Any piece of equipment in the Centre which has a Hazards Rating of 5 or 6 will be for restricted specialized use only.**

3. DEFECTS

- a. The Hobby Centre Committee will advise the Village Manager of any maintenance requirements and will be responsible for organizing the maintenance and repair of all operational equipment used in the Hobby Centre. Costs associated with the maintenance of any equipment will be paid from the Hobby Centre Funds.
- b. All residents who use the Hobby Centre have the responsibility of promptly reporting any defects they identify to a member of the 'Hobby Centre Committee'.
- c. The Hobby Centre Committee member will remove any defective equipment until the repairs have been completed.

**‘THE HOBBY CENTRE’
JEWELLS LIFESTYLE COMMUNITY**

HOBBY CENTRE RULES & CODE OF PRACTICE

The following rules must be applied when using this facility.

Rules are for the long-term benefit and safety of all residents.

These rules are not necessarily in order of priority.

1. **Proof of qualifications** or attendance at a **Safety Induction Course**, (arranged **periodically by the Hobby Centre Co-Ordinator** cost of any courses to be met by **Resident**) is a pre-requisite to using the Hobby Centre.
2. The Hobby Centre is for **Residents**. **Family** or friends **may assist according to their qualifications or attending a Safety Induction Course and are accompanied by a resident**.
3. Any person using the Centre **must sign the attendance log** located on the table inside the entrance door on every occasion they attend the Hobby Centre.
4. **No Smoking**, or the drinking of alcohol is allowed in the Hobby Centre.
5. **Closed shoes (not thongs)** must be always worn.
6. **Loose clothing** should not be worn.
7. Long hair and beards must be suitably covered to prevent it being caught in machinery.
8. All tools and equipment are used at the **Residents own risk**.
9. If a job cannot be undertaken safely, it is not to be undertaken.
10. Machinery must not be used by anyone who does not have the knowledge to operate it - assistance should be sought from someone who is qualified, **see the coordinator**.
11. All Hobby Centre users must carry a **mobile phone** on them to be used in the event of an emergency.
12. When using machinery, **appropriate protective safety equipment** (protective glasses, shields, earmuffs, mask and gloves) must be worn for your own protection and the protection of others.
13. **Return all tools** to their appropriate place before leaving.
14. **Cleanup** floor and equipment after you have used the facilities (cleaners do not clean the Hobby Centre). Consider those residents who use the Centre next. This includes the Toilet.
15. Ensure all lights and fans are turned off and all doors are locked when leaving the Hobby Centre.
16. When working on the **Saw Bench** use the timber **‘Push Stick’** provided to push the job past the saw, **this applies particularly to small pieces**.
17. When you **Break, Damage or Blunt** a tool please notify a Hobby Centre Committee Member **to arrange for it to be sharpened, repaired, or replaced**.
18. **Personal hand tools** may be used by the owner but must be either locked in a secure locker or removed from the workshop each day.
19. No personal material, goods, equipment, or vehicles may be stored in the Hobby Centre at any time **(other than the material, etc. being used for ‘hobby work’)**.

20. The operating hours of the workshop side of the Hobby Centre is between 8am and 4pm Monday to Saturday inclusive (**workshop machinery is not to be used on Sundays**).
21. The craft side of the Hobby Centre is available (7) seven days a week between the hours of 8am and 4pm.
22. **Safety of Visitors.** Australian Safety legislation sets out that when visitors come to the Hobby Centre, the authorised user has a duty of care to ensure they are safe. The visitors also have a corresponding responsibility to follow the safety policy and procedures and to take care not to endanger other people.

All visitors to the Hobby Centre must be advised about any known dangers / risks they could encounter in the Centre. Visitors be accompanied at all times when on the Hobby Centre premises. The normal safety practices that apply to members also apply to visitors. These include:

- * Wearing shoes that cover the toes
- * Long hair covered by a net if near to machines
- * Wear safety glasses
- * Wear all other appropriate PPE
- * Observe all safety signage

23. Residents may work alone in the Hobby Centre if they have been inducted in the use of equipment they are using.

NOTE: Personal Protective Equipment such as Safety Glasses, Face Shields, Earmuffs/Hearing Protection etc, **MUST be supplied by the **resident** using the Hobby Centre for their own personal use. This equipment will not be supplied by Adventist Senior Living or the Hobby Centre Committee.**

**‘The Hobby Centre’
JEWELLS LIFESTYLE COMMUNITY**

HOBBY CENTRE’S USER AGREEMENT

1. I, _____ acknowledge and agree that:
(Please print full name)

A. Craft section

☐

I fully understand the induction process and agree to comply with all Hobby Centre Workplace Health and Safety Procedures.

B. Workshop section

☐

I am currently medically fit to use all the machinery located in the workshop side of Hobby Centre’s facility. A current driver’s license **MUST** be produced to comply with regulations.

(Driver’s License No: _____)

B. In the absence of a current driver’ license, if requested by the Manager, I will obtain a certificate from my General Practitioner regarding my fitness to use the Centre’s facilities.

- **I have provided my qualifications and/or** understood the induction training provided to me regarding the safe use of the Centre’s facilities.
- I have been issued with, read, and agree to comply with the Jewells Lifestyle Community - Rules and Code of Practice regarding the use of the workshop, craft Centre and any directions given by them regarding safety and safe operation of equipment.
- I will use all personal protective equipment when using the Hobby Centre equipment, **(personal protective equipment MUST be supplied by the individual using the Centre).**
- I will only use tools and equipment provided **in the Centre or personal equipment that is in good working order.**
- I will use all safety devices (e.g., guards and shields) on tools and equipment. I will report any safety concerns, near misses or incidents to a member of the ‘Hobby Centre committee’ and assist with completing any documentation regarding these incidents.
- I understand that working in the Centre involves a degree of risk or injury when using the Centre’s facilities and I release Seventh-day Adventist Aged Care (NNSW) Ltd and Jewells Lifestyle Community, their Board of Directors, their employees, Centre supervisors, committee members, representative and agents, from all liability for death, personal injury, loss or damage (including property damage) howsoever arising from my use of the Centre’s facilities, except to the extent prohibited by law.

- Failure to comply with these requirements may result in the Jewells Lifestyle Community Management restricting or prohibiting my use of the Hobby Centre.

Name: _____ Signed: _____ Date: _____

(Please Print)

Witness Name: _____ Signed: _____ Date: _____

(Please Print)

‘The Hobby Centre’ JEWELLS LIFESTYLE COMMUNITY

HOBBY CENTRE ACCIDENT REPORTING and INVESTIGATION

PURPOSE

- Health and Safety legislation requires residents to inform the Village Manager about anything related to a Centre activity which has caused or has a potential to cause harm to themselves or to others.

RESPONSIBILITIES

- The person involved (or his agent) in the accident must fill out an Accident Investigation Report no later than 48 hours after the incident occurred.
- Records must be kept of all Hobby Centre Accidents or Incidents. For near misses, observations or accidents which result in no injury a separate "Hobby Centre Incident and Corrective Action Report" is to be used and filed at the administrative office of the village.
- Any incident resulting in more than just minor first aid must be reported by the **person involved to a member of the** Hobby Centre Committee who reports to the Village Management.
- The Hobby Centre Committee must ensure that all residents who use the Centre’s facilities are aware of the reporting system and their duty to use it.
- The Hobby Centre Committee should ensure that reasonably practicable measures to prevent recurrence of an incident are implemented and monitored to check their effectiveness.

DEFINITIONS

It is important that the following definitions are understood and used to ensure accurate reporting.

Accident

An accident is an unplanned or uncontrolled event which led to injury to persons, property damage or some other loss.

Hazard

A hazard arises from an inherent property of a substance, situation, and piece of equipment, or article which gives it the potential to cause harm. A hazard should not be confused with dangerous occurrences and should be reported via the Plant/Machinery Hazards Identification and Risk Control form.

Work Function -related ill-health

Any illness, disability, or other physical problem which reduces, either temporarily or permanently, the functioning of an individual and which has been caused, in whole or part, by the work process the individual is operating(e.g., dust or fumes produced during a Hobby Centre activity).

REPORTING SYSTEM

- The Accident Investigation Report form consists of a single A4 sheet with instructions and advice for completion on the reverse side. Supplies will be kept in the Hobby Centre.
- When the form is completed, it must be given to one of the Hobby Centre Committee members.
- A review and investigating group comprised of the Hobby Centre Committee Members will present their findings to the Village Management.
- For all accidents which involve more than minor first aid, the Hobby Centre Committee will provide to Village Management a copy of the accident report along with the investigation results and recommendation to avoid future reoccurrences.

INVESTIGATION OF ACCIDENTS

- Prompt investigation **by the Hobby Centre Committee** is necessary in order to obtain the most accurate evidence possible.
- The people involved, i.e., any injured person and any witnesses, should be interviewed as quickly as possible **by a Hobby Centre Committee member**.
- It should be emphasized to those involved that the aim is to discover the cause of the accident and not to apportion blame.
- The following is a useful generalised approach to an investigation:
 - The scene of the accident should be cordoned off with signs **DO NOT DISTURB**, until the investigation has been carried out (in the case of a serious accident nothing must be touched until the appropriate authorities are notified and have completed their investigation).
 - Establish the facts as completely as possible about the sequence of events leading to the accident, about the local environment and about the particular piece of equipment or system of work involved.
 - Questions to consider are:
 - Who was involved?
 - Were they carrying out their task in the recommended way?
 - Had the job been risk assessed?
 - Was procedure being followed?
 - Was the appropriate safety equipment being used?
 - Had there been adequate training?
 - Was the equipment functioning properly?
 - Is the maintenance up to date?
 - **CHECK WITH MANAGEMENT as to whether the POLICE need to be called.**

THE HOBBY CENTRE JEWELLS LIFESTYLE COMMUNITY

HOBBY CENTRE INCIDENT NOTIFICATION GUIDELINES

AND CORRECTIVE ACTION REPORT

STATEMENT

- Jewells Lifestyle Community is committed to conducting its Hobby Centre activities in a way that protects the health, safety and security of residents and the Centre's users and aims to prevent incidences occurring.
- Health & Safety legislation requires Centre users to inform a member of the Hobby Centre Committee about anything related to work which has caused or had the potential to cause harm to them or to others and the monitoring of such reports is an important aspect of the control of health and safety in the Hobby Centre.

INCIDENT TYPES and PROCESSES are defined below:

Near Miss/Observation-

- A near miss is an event or series of events, which could have resulted in an incident, but through luck or judgment, was avoided.
- An observation is a report of something seen or heard which could have the potential to cause harm if not investigated or rectified.

Minor Injury

- Injury which is a report only or requires First Aid Treatment
- Loss or Damage to property or equipment up to \$500

Medium Incident

- Injury involving temporary loss of consciousness or inability to carry out normal functions, this includes the potential for a medically treated injury.
- Loss or Damage to property or equipment over \$500.

Major Incident

- Any serious injury or fatality
- Loss or Damage to property or Equipment over \$5000
- Other event with serious impact on Adventist Senior Living's reputation

In all cases an "INCIDENT and CORRECTIVE ACTION REPORT" must be filled out and investigated.

**‘THE HOBBY CENTRE’
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HOBBY CENTRE INCIDENT and CORRECTIVE ACTION REPORT

Report Number		Incident Type	
Date of Incident		Person/s Involved.	
Time of Incident		Does this involve an injury?	YES / NO
Reported By		Type of Injury	
Enter a brief summary/description of the incident:			
Investigation and Recommended Actions:			

Further Action:
Signed Off By:
Witnessed by:

**‘THE HOBBY CENTRE’
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HOBBY CENTRE ACCIDENT INVESTIGATION REPORT

Name of Injured:	Home Address:
Nature of Injury and Part of Body:	Date and Time of Accident:
Name and Address of Doctor:	Name and Address of Hospital:
Others in Attendance:	Severity of Injury (circle one): First Aid Medical Treatment Hospital Treatment Fatality
Describe how the Accident Occurred:	

Investigation Findings:	
Corrective Actions:	
Prepared By:	Investigated and Signed Off By:

**‘THE HOBBY CENTRE’
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CIRCULAR BENCH SAW RISK ASSESSMENT

Unit number; 4
Unit Number; 19

Make; OZITO
Make; Triton Work Centre

Model Number; TBS-2000
Model Number; Series 2000.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

Dangers when using machines.

1. Dangerous saw blade.
2. Rotating machinery
3. Woodchips & dust in eyes.
4. Noise.
5. Electric shock.
6. Entanglement
7. Trip Hazards

Safety Controls:

1. Wear Goggle/safety glasses.
2. Wear approved earmuffs or hearing protection.
3. Use approved push sticks.
4. Check all electrical leads for good condition and are tagged.
5. Wear approved work wear

Procedure:

1. Ensure work area is clear of any trip hazards.
2. Adjust height of safety guard to suit thickness of timber to be sawn.
3. Set height of saw blade to suit the timber being sawn.
4. Check the tightness of all bolts and nuts and especially the cutting blade.
5. Check the cutting blade for any damage.
6. Check Dust Extractor is ON & Gate OPEN (if one is supplied with the machine).
7. Check position of Fence.
8. Switch saw ON.
9. Cut timber using PUSH STICKS for small pieces & at the end of the cut.
10. Wait for saw to STOP before picking up the pieces.
11. Turn saw OFF and close Extractor Gate.
12. Clean up the machinery and work area.

Note.

Do not operate this machinery with loose fitting cloths as these might get caught up in the machine.

BENCH GRINDER RISK ASSESSMENT

Unit number; 1

Make; RYOBI

Model Number; RBG6G.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

Dangers when using machines.

1. Rotating machinery.
2. Foreign Bodies in eyes.
3. Sparks.
4. Entanglement.
5. Noise.
6. Electric shock.
7. Trip Hazards

Safety Controls:

1. Wear Goggle/safety glasses.
2. Wear approved earmuffs or hearing protection.
3. Use approved grinding procedures.
4. Check all electrical leads for good condition and are tagged.

Procedure:

1. Ensure work area is clear of any trip hazards.
2. Adjust height of safety guards.
3. Set the rest bench to the correct distance from the grinding wheels.
4. Check the tightness of all bolts and nuts and especially the Grinding wheels.
5. Check the Grinding Wheels for any damage.
6. Check all electrical leads for good condition.
7. Switch Grinder on.
8. Do not use heavy pressure when sharpening tools.
9. Do not use the following material on the grinder as it will damage the grinding wheels. Brass, Aluminium, Wood and Plastics.
10. Turn the Grinder OFF.
11. Clean up the machinery and work area.

Note.

Do not operate this machinery with loose fitting cloths as these might get caught up in the machine.

BAND SAWS

Unit number; 2 Make; RYOBI
Units Number; 7 Make; RYOBI

Model Number; HBS150L.
Model Number; HBS 230L.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sawdust in eyes.
2. Noise.
3. Can cut fingers on blade.
4. Dust
5. Entanglement
6. Trip Hazards.

Safety Controls:

1. Wear approved safety glasses and approved hearing protection.
2. Do not TRAP the blade.
3. Use push sticks - not fingers.
4. Wear approved dust mask.
5. Wear correct clothing when operating machinery.

Procedure:

1. Turn on extractor if one is fitted to the machine.
 2. Check all electrical leads before turning on.
 3. Check the condition of the saw blade and replace if faulty.
 4. Turn saw on.
 5. Move timber slowly onto blade using the push stick.
 6. Do not trap the blade or go backwards through the cut.
 7. If the blade jams - SWITCH OFF before moving the work piece.
 8. Keep Hands, Fingers & Arms away from the blade.
 9. Switch "Off" at the machine & wait for blade to stop.
 10. Remove work piece & Clean-up work area.
- NOTE: Do not wear loose fitting clothing when operating machinery.**

BELT & DISC ELECTRIC SANDER

Unit number; 3

Make; J.B.S

Model Number; BD-46R.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sawdust in eyes.
Noise.
2. Electrical shocks.
3. Dust
4. Entanglement
5. Belt snapping causing injury.
6. Trip Hazards.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Do not use undue pressure when sanding jobs.
- Wear approved dust mask.
- Wear correct clothing when operating machinery.

Procedure:

1. Turn on extractor if one is fitted to the machine.
2. Ensure work area is clean and tidy also free of any trip hazards.
3. Check all electrical leads before turning on.
4. Check the condition of the sanding belt and replace if faulty.
5. Turn Sanding Machine on.
6. Do not use excessive pressure on the belt when sanding the job.
7. Keep Hands, Fingers & Arms away from the sanding belt.
8. Switch "Off" at the machine & wait for the belt to stop.
9. Fully clean all sanding dust from the machine and work area.

NOTE: Do not wear loose fitting clothing when operating machinery.

COMPOUND MITRE DROP SAWS

Unit number; 6 Make; RYOBI
Unit number; 27 Make; G.M.C

Model Number; CS7208.
Model Number; MS 190.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sawdust in eyes.
2. Noise.
3. Electrical shocks.
4. Dust
5. Entanglement
6. Moving and rotating equipment
7. Trip Hazards.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check all bolt for tightness and check the Saw Blade holding nut for correct tightness.
- Check the saw blade to ensure good condition.
- Wear correct clothing when operating machinery.

Procedure:

1. Turn on extractor if one is fitted to the machine.
2. Ensure work area is clean and tidy also free of any trip hazards.
3. Check all electrical leads before turning on.
4. Check the condition of the machine and check all fittings and saw blade for any faults. Replace if necessary.
5. Check that the saw safety guard is correctly fitted and is working.
6. Turn Machine on.
7. Do not use excessive pressure on the Saw blade when cutting timber.
8. Use only the recommended size of timber/thickness for the machine.
9. Keep Hands, Fingers & Arms away from the rotating saw blade.
10. Switch "Off" at the machine & wait for the blade to stop before cleaning and removing the waste material.
11. Fully clean and remove all waste from the machine and surrounding area.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC SCROLL SAWS

Unit number; 5
Unit number; 25

Make; J.B.S
Make; Moto-Shop

Model Number; SS16.
Model Number; 57608-4

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sawdust in eyes.
2. Noise.
3. Electrical shocks.
4. Dust.
5. Entanglement.
6. Moving & Vibrating saw blade.
7. Cutting of fingers.
8. Trip Hazards.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check all bolt for tightness and check the Saw Blade holding nut for correct tightness.
- Check the saw blade to ensure good condition.
- Wear correct clothing when operating machinery.

Procedure:

1. Turn on extractor if one is fitted to the machine.
2. Ensure work area is clean and tidy also free of any trip hazards.
3. Check all electrical leads before turning on.
4. Check the condition of the machine and check all fittings and saw blade for any faults. Replace if necessary.
5. Check that the saw safety guard is correctly fitted and is working.
6. Turn Machine on.
7. Do not use excessive pressure on the Saw blade when cutting timber.
8. Use only the recommended size of timber/thickness for the machine.
9. Keep Hands, Fingers & Arms away from the saw cutting blade.
10. Switch "Off" at the machine & wait for the blade to stop before cleaning and removing the waste material.
11. Fully clean and remove all waste from the machine and surrounding area.

NOTE: Do not wear loose fitting clothing when operating machinery.

TRITON ROUTER TABLES

Unit number; 8 Make; TRITON
Unit number; 11 Make; TRITON

Model Number; Series 2000.
Model Number; RSA 300.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sawdust/wood chips in eyes.
2. Noise.
3. Electrical shocks.
4. Dust.
5. Entanglement.
6. Moving & rotating router blades.
7. Cutting of fingers.
8. Trip Hazards

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check all bolt for tightness and check the Router Machine holding nuts for correct tightness.
- Check the router blade to ensure good condition.
- Wear correct clothing when operating machinery.

Procedure:

1. Turn on extractor if one is fitted to the machine.
2. Ensure work area is clean and tidy also free of any trip hazards.
3. Check all electrical leads before turning on.
4. Check the condition of the machine and check all fittings and worktable locking devices are correctly fitted.
5. Check that the router machine is correctly installed.
6. Check that the Router safety guard and guide is correctly fitted and is working.
7. Turn off all power before changing Router DO NOT install new Router Bits when power is on the machine.
8. Turn Machine on.
9. Do not use excessive pressure on the Router when using the machine.
10. Use only the recommended size of timber/thickness for the machine.
11. Keep Hands, Fingers & Arms away from the Router blade.
12. Use a push stick to feed the job through the machine.
13. Switch "Off" at the machine & wait for the blade to stop before cleaning and removing the waste material.
14. Fully clean and remove all waste from the machine and surrounding area.

NOTE: Do not wear loose fitting clothing when operating machinery.

5 SPEED BENCH ELECTRIC DRILL

Unit number; 10

Make; RYOBI

Model Number; HBD6E

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sawdust/wood chips in eyes.
2. Cuts to fingers and hands from drill shavings.
3. Noise.
4. Electrical shocks.
5. Dust.
6. Entanglement.
7. Moving & rotating items such as drills, chucks & drive belts.
8. Trip Hazards

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check all bolts & guards for tightness.
- Ensure the holding vice for the job is installed.
- Wear correct clothing when operating machinery.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Check all electrical leads before turning on.
3. Check the condition of the machine and check all fittings and belt guards are correctly fitted.
4. Turn off all power before changing or adjusting the vee belts to change the speed of the drill and replace the belt guards.
5. Ensure the job is securely held before turning on the drill.
6. Ensure the drill bit is correctly installed and tight.
7. Turn on the drill.
8. Do not use excessive pressure when drilling the job.
9. Use only the recommended size of timber/thickness for the machine.
10. Keep Hands, Fingers & Arms away from the drill bit and vee belts.
11. Switch "Off" at the machine & wait for the drill to stop before cleaning and removing the waste material.
12. Fully clean and remove all waste from the machine and surrounding area.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC JIG SAWS

Unit number; 12 Make; BOSH
Unit number; 13 Make; BOSH
Unit number; 14 Make; BLACK & DECKER

Model Number; PST54E
Model Number; PST54E
Model Number; KS531

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sawdust/wood chips in eyes.
2. Cuts to fingers and hands from saw blade.
3. Noise.
4. Electrical shocks.
5. Dust.
6. Entanglement.
7. Moving machinery.
8. Trip Hazards.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check all screws & guards for tightness.
- Ensure the job is secured before attempting to use Jig Saw.
- Wear correct clothing when operating machinery.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Check all electrical leads before turning on.
3. Ensure all electrical leads are not causing any trip hazards.
4. Check the condition of the of the Jig Saw before turning on.
5. Turn off all power before changing or adjusting the Jig Saw blade.
6. Ensure the job is securely held before turning on the working on the job.
7. Ensure the saw blade is correctly installed and tight.
8. Turn on the Jig Saw.
9. Do not use excessive pressure when using the Jig Saw.
10. Use only the recommended size of timber/thickness for the machine.
11. Keep Hands, Fingers & Arms away from the saw blade.
12. Switch "Off" at the machine and remove the saw before cleaning the job and removing the waste.
13. When cutting ensure the Power leads are kept clear of the saw blade.
14. Fully clean and remove all waste from the machine and surrounding area.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC PLANERS

Unit number; 15 Make; MAKITA
Unit number; 16 Make; MAKITA

Model Number; 1902
Model Number; 1906.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sawdust/wood chips in eyes.
2. Cuts to fingers and hands from saw blade.
3. Noise.
4. Electrical shocks.
5. Dust.
6. Entanglement.
7. Moving machinery.
8. Trip Hazards.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check all screws & guards for tightness.
- Ensure the job is secured before attempting to use Jig Saw.
- Wear correct clothing when operating machinery.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Check all electrical leads before turning on.
3. Ensure all electrical leads are not causing any trip hazards.
4. Check the condition of the of the Jig Saw before turning on.
5. Turn off all power before changing or adjusting the Jig Saw blade.
6. Ensure the job is securely held before turning on the working on the job.
7. Ensure the saw blade is correctly installed and tight.
8. Turn on the Jig Saw.
9. Do not use excessive pressure when using the Jig Saw.
10. Use only the recommended size of timber/thickness for the machine.
11. Keep Hands, Fingers & Arms away from the saw blade.
12. Switch "Off" at the machine and remove the saw before cleaning the job and removing the waste.
13. When cutting ensure the Power leads are kept clear of the saw blade.
14. Fully clean and remove all waste from the machine and surrounding area.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC DISC GRINDERS

Unit number; 17

Make; HITACHI

Model Number; G13SD

Unit number; 18

Make; MAKITA

Model Number; 9005B.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Sparks.
2. Foreign bodies to eyes.
3. Burns.
4. Cuts to fingers and hands from grinding disc.
5. Noise.
6. Electrical shocks.
7. Fumes
8. Entanglement.
9. Moving machinery.
10. Trip Hazards.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check all screws & guards for tightness.
- Ensure the job is secured before attempting to use Grinders.
- Wear correct clothing when operating machinery.
- Wear approved leather gloves suitable for the task.
- Make sure there are no combustible material in the area that you are working in.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Make sure work is well ventilated and free from combustible materials.
3. Check all electrical leads before turning on.
4. Ensure all electrical leads are not causing any trip hazards.
5. Check the condition of the Grinder and grinding disc before using.
6. Turn off all power before changing or adjusting Grinding disc or the safety guard.
7. Ensure the job is securely held before turning on the working on the job.
8. Ensure the grinding disc is correctly installed and tight.
9. Turn on the Grinder.
10. Do not use excessive pressure when using the Grinder.
11. Use the correct grinding disc for the job being done.
12. Keep Hands, Fingers & Arms away from the grinding disc.
13. Switch "Off" at the machine before adjusting or cleaning.
14. When using the Grinder ensure the Power lead is kept clear of the Grinding disc
15. Fully clean and remove all waste from the machine and surrounding area.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC HAMMER DRILL

Unit number; 19 Make; MAKITA

Model Number; 841R13.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Foreign bodies to eyes.
2. Cuts to fingers and hands from .
3. Noise.
4. Electrical shocks.
5. Fumes
6. Dust
7. Entanglement.
8. Moving machinery.
9. Trip Hazards.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check Drill for any defects.
- Ensure when drilling through wall there is no services in the area.
- Wear correct clothing when operating drill.
- Wear approved leather gloves suitable for the task.
- Make sure there are n combustible material in the area that you are working in.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Make sure work is well ventilated.
3. Check all electrical leads before turning on.
4. Ensure all electrical leads are not causing any trip hazards.
5. Check the condition of the drill for any defects.
6. Turn on the drill.
7. Do not use excessive pressure when using the drill.
8. Use the correct bits which are suitable for the drill being used.
9. Keep Hands, Fingers & Arms away from the drill bit.
10. Switch "Off" at the machine before replacing drill bit.
11. Fully clean and remove all waste from the machine and surrounding area.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC HAND SANDERS

Unit number; 20
Unit number; 21

Make; SKILL SHER
Make; BOSH

Model Number; 594
Model Number; V/96123/0.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Foreign bodies to eyes.
2. Noise.
3. Electrical shocks.
4. Dust
5. Entanglement.
6. Moving machinery.
7. Trip Hazards.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check Sanders for any defects.
- Ensure job is secure before sanding.
- Wear correct clothing when operating Sanders.
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Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Make sure work is well ventilated.
3. Check all electrical leads before turning on.
4. Ensure all electrical leads are not causing any trip hazards.
5. Check the condition of the Sander and sanding pads for any defects.
6. Turn on the Sander.
7. Do not use excessive pressure when using the Sander.
8. Keep Hands, Fingers & Arms away from the Sanding Pads.
9. Switch "Off" at the machine before replacing the Sanding Pads.
10. Fully clean and remove all waste from the machine and surrounding area.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC ROUTERS

Unit number; 22
Unit number; 26

Make; MAKITA
Make; RYOBI

Model Number; 3612.
Model Number; R-150.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Foreign bodies to eyes.
2. Noise.
3. Electrical shocks.
4. Dust.
5. Entanglement.
6. Moving and rotating machinery.
7. Trip Hazards.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Routers and Router Bits for any defects.
- Ensure job is secure before using router by hand sanding.
- When using Router in workstation ensure its secure.
- Wear correct clothing when operating the Routers.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Make sure work is well ventilated.
3. Check all electrical leads before turning on.
4. Ensure all electrical leads are not causing any trip hazards.
5. Check the condition of the Router and Router bits for any defects.
6. If using router by hand, ensure that the job is secured.
7. Turn on the Router.
8. Do not use excessive pressure when using the Router (make small gradual cuts).
9. Keep Hands, Fingers & Arms away from the Router Bits.
10. Switch "Off" at the machine before replacing the Router Bits.
11. Fully clean and remove all waste from the machine and surrounding area after the Power Supply has been removed.
12. When using the Router in the Workstation ensure it is correctly installed and secured. Ensure all safety guards are correctly fitted. Use a Push Tool for small jobs.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC CIRCULAR SAWS

Unit number; 23

Make; MAKITA

Model Number; N5900B

Unit number; 24

Make; BLACK & DECKER

Model Number; 7308-06

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Foreign bodies to eyes.
2. Noise.
3. Electrical shocks.
4. Dust.
5. Entanglement.
6. Moving and rotating machinery.
7. Trip Hazards.
8. Cutting.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check Circular Saws and Cutting Blades for any defects.
- Ensure job is secure before using the Circular Saw.
- Follow manufactures specifications when using Circular Saw.
- Wear correct clothing when operating The Circular Saw.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Make sure work is well ventilated.
3. Check all electrical leads before turning on.
4. Ensure all electrical leads are not causing any trip hazards.
5. Check the condition of the Circular Saw and Blades bits for any defects.
6. If using the Circular Saw by hand, ensure that the job is secured.
7. Turn on the Circular Saw and allow it to reach operating speed before stating the cut.
8. Do not use excessive pressure when using the Circular Saw as it may cause jamming.
9. Keep Hands, Fingers & Arms away from the Router Bits.
10. Switch "Off" at the machine when cut is completed or changing cutting blades.
11. Refer to manufacturer's specification for the size and thickness of any timber being cut.
12. Fully clean and remove all waste from the machine and surrounding area after the Power Supply has been removed.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC HAND ENGRAVER

Unit number; 28 Make; OZITO

Model Number; RTG-920VK.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Foreign bodies to eyes.
2. Noise.
3. Electrical shocks.
4. Dust.
5. Entanglement.
6. Moving and rotating machinery.
7. Trip Hazards.
8. Cut to fingers and hands.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check Engraver for any defects.
- Ensure job is secure before using the Engraver.
- Follow manufactures specifications when using the Engraver.
- Wear correct clothing when operating Sanders.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Make sure work is well ventilated.
3. Check all electrical leads before turning on.
4. Ensure all electrical leads are not causing any trip hazards.
5. Check the condition of the Engraver for any defects.
6. If using the Engraver, ensure that the job is secured.
7. Turn on the Engraver and allow it to reach operating speed before stating to engrave.
8. Do not use excessive pressure when using the Engraver as it may cause jamming.
9. Keep Hands, Fingers & Arms away from the Engraver Bits.
10. Switch "Off" at the machine when job is completed or changing engraving bits.
11. Refer to manufacturer's specification for correct operation of the Engraver before using.
12. Fully clean and remove all waste from the machine and surrounding area after the Power Supply has been removed.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC TWIN BLADE CUTTER

Unit number; 31 Make; OZITO

Model Number; TSC-6100.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Foreign bodies to eyes.
2. Noise.
3. Electrical shocks.
4. Dust.
5. Entanglement.
6. Moving and rotating machinery.
7. Trip Hazards.
8. Cuts to fingers and hands.

Safety Controls:

- Wear approved safety glasses and approved hearing protection.
- Wear approved dust masks.
- Check all electrical leads for good condition and tagging.
- Check the Twin Cutter for any defects.
- Check the cutting blades are in good condition and secured.
- Ensure job is secure before using the Cutter.
- Follow manufactures specifications when using the Twin Blade Cutter.
- Wear correct clothing when operating the Cutter.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Make sure work is well ventilated.
3. Check all electrical leads before turning on.
4. Ensure all electrical leads are not causing any trip hazards.
5. Check the condition of the Twin Blade Cutter for any defects.
6. Refer to the manufacturer's specification for the correct use of this machine.
7. If using the Cutter, ensure that the job is secured.
8. Turn on the Cutter and allow it to reach operating speed before stating to do proceeding with cut as this will stop jamming of the machine.
9. Do not use excessive pressure when using the Cutter as it may cause jamming.
10. Keep Hands, Fingers & Arms away from the cutting blades.
11. Switch "Off" at the machine when job is completed or changing cutting blades.
12. Fully clean and remove all waste from the machine and surrounding area after the Power Supply has been removed.

NOTE: Do not wear loose fitting clothing when operating machinery.

ELECTRIC HOT PLATE FOR CANDLE MAKING

Unit number; 32

Make; MAXIM

Model Number; HP2.

CHECK GENERAL SAFETY RULES BEFORE OPERATION.

Risks:

1. Foreign bodies to eyes.
2. Electrical shocks.
3. Hot surfaces
4. Hot wax causing burns.
5. Splash and Burning.
6. Trip Hazards.
7. Fumes

Safety Controls:

- Wear approved safety glasses for protection.
- Wear approved workwear for the task with long sleeves.
- Wear approved hand protection for the task.
- Check all electrical leads for good condition and tagging.
- Ensure Hot Plate is positioned to stop and spillages.
- Ensure work area is free of any trip hazards.
- Ensure the area is well ventilated.

Procedure:

1. Ensure work area is clean and tidy also free of any trip hazards.
2. Make sure work is well ventilated.
3. Check all electrical leads before turning on the Hot Plate.
4. Ensure all electrical leads are not causing any trip hazards.
5. Ensure the hot plate is located on a flat and stable surface to stop any chance of spillage.
6. Ensure when handling the hot wax all personal safety protection is being used.
7. Use only approved utensils that are designed for Candle making and the handling of hot wax.
8. Correctly label all hot surfaces and hot candles before leaving the work area.
9. Fully clean and remove all waste from the surrounding area after work is completed. .

NOTE: Do not wear loose fitting clothing when working around hot wax.