



Title	Machines Procedure
Procedure	Machines Procedure 001
Date Approved	04/2017
Next Review	04/2018 or when a new machine or attachment is purchased or used in the workshop
Distribution	All members
Location	Printed copy in Main filing cabinet, PC copy c:\my documents\Machines 001.doc
Author	Geoff Crapp
Other relevant documents	Induction to machines procedure, Large Lathe procedure, Spindle Lathe procedure, Bandsaw procedure, Table saw procedure, Planer/Thicknesser procedure, Drill Press Procedure, Router procedure, Bench Grinder procedure, Scroll saw procedure, Router Table procedure, Dust Collector Procedure, Workshop Attendance procedure, Electrical Leads and electrical safety checks procedure

#### Document History

Version	Notes
001	Second Issue with no changes.



## **Introduction**

All machines in our workshop are potentially dangerous if not used correctly.

This procedure outlines the general conditions of use of all machines to protect the user(s) and the machines.

## **Content**

- Users of any machine in the Manning Great Lakes Woodworkers Inc. workshop must be currently authorised by the committee of the Manning Great Lakes Woodworkers to use each particular machine.
- The minimum requirement for Workshop attendance must be satisfied before any machines are used or adjusted.
- Any machine that is labelled “DO NOT USE” must not be used until the label is removed by the Workshop Supervisor.
- Safety precautions as outlined in the procedure for the machine to be used must be implemented, this includes the operator of the machine and anyone else who may be affected by it’s operation.
- If any issues that may make the machine unsafe are identified, the machine must be disabled and a note attached to the machine in an obvious location and/or near the power switched must be attached to the machine. The issue must be reported to the Workshop Supervisor.
- All machines must be regularly checked (as outlined in the procedure for that machine) and the extent of the check, date and person who checked the machine must be recorded in the Machines Log Record.
- All machines must undergo regular electrical safety checks – see Electrical Leads and electrical safety checks procedure.