

# General Machine Usage

Please remember this is a shared space, so be considerate of other persons need for space, tools, materials and equipment. Treat the tools and machinery with respect too!

Shedders are advised not to work alone in the workshop or on site.

Every member has a responsibility for Health and Safety and ensuring procedures are adhered to at all times by all members. Wear appropriate PPE.

## Before use

Carefully check to determine that machine will operate properly and perform its intended function. Check for alignment of moving parts, binding of moving parts, breakage of parts, mounting and any other conditions that may affect its operation.

**DO NOT adjust what you don't understand. ASK.**

Replace consumables, if necessary, sand paper, saw blade etc.

Turn on the connected dust extractor prior to use on electric saws, sanders, lathes and planer. Ensure the gate is open and other unused gates are closed.

Use portable extraction on hand sanders, fine material cutters including router, domino and biscuit cutter.

- Check that there are no foreign objects embedded in the material. Only cut/sand sound lumber that is free from nails, screws, stones or other debris
- Adjust guards as close as possible to the workpiece being cut as appropriate
- Ensure the work area is well lit
- Secure work if necessary
- Keep other persons away, do not let yourself be distracted
- Do not overreach
- Allow blades to reach full speed before use
- Keep hands clear of blades
- Use the supplied push sticks and feather boards as necessary
- Never start the tool if the workpiece is in contact with rotating part
- Ensure the workpiece is flat on the table surface
- Let the machines do the work and never apply heavy pressure
- Extra care must be taken when cutting wood with knots, or cracks in it and / or dirt on it, as these can cause the blade to get stuck

**DO NOT** leave the vicinity of the machine unless the machine has come to a complete stop

**WARNING! IF IT JAMS! SWITCH OFF IMMEDIATELY**

## After use

This applies when you switch tasks NOT only at the end of the day:

- Reset machines for next user - Return worktable to original **SAFE** settings, lower the blade or guides and check vertical alignment to worktable
- Clean-up workspace, removing any dust with the vacuum and/or dustpan & brush
- Return removable parts to storage
- Replace any worn out consumable e.g sandpaper
- Clear up waste, place unwanted re-usable material in external bin storage, take other spare material home
- Ensure good housekeeping practices are in place to minimise dust and waste material build-up.

**SHARPEN TOOLS USED** ready for next user if able. **ASK** for instruction if not.

Put damaged tools in the repair bin.