


<i>HEALTH AND SAFETY MANUAL</i>		
Title: Woodworking Machinery		
Approved by: Greg Savoy	Rev. Date: 01/01/08	Rev. 1/1/08

1 Purpose/Scope:

The purpose of this program is to provide information regarding the operation and safe use of Woodworking Machinery and to assist with training personnel.

This program applies to all Company employees and contractors who operate Woodworking machinery in the scope of their job duties and assignments. When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Company employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent.

2 Responsibilities:

2.2 Responsibilities:

2.2.1 Managers/Supervisors:

- Shall ensure that all Woodworking machinery is inspected before each use and that all needed repairs are made before machinery is operated.
- Shall ensure that the appropriate machinery is being used for the job that is being performed.
- Shall ensure that the employee operating the machinery is properly trained.

2.2.2 Employee shall follow the requirements of this program to ensure machinery is in good condition and safe to operate.

- Shall read and follow the manufacture's operating and safety guidelines.

3 Requirements:

3.1 General:

3.1.1 Woodworking machinery shall be inspected prior to use.

- All guards and other safety equipment must in place before operating machinery. If the machinery is found to have defects or a guard is missing, the machine shall be red tagged out of service. Use of red tagged machinery

is prohibited.

- All repairs must be made in accordance to the manufactures guidelines. The equipment must either be locked and tagged out or unplugged before any service or maintenance is performed.

3.2 Machine Guarding:

3.2.1 All guards shall be in place and secure as per manufacturer recommendations, before operating any machinery.

3.2.2 All adjustable blade guards shall have free movement as it is designed to have.

3.2.3 Guards shall not be removed, bypassed or tampered with.

3.3 Electrical:

3.3.1 All of the metal framework on electrically driven machines must be grounded, including the motor, motor casing, legs, and frame. This includes other equipment such as lights that may be mounted on the machine.

3.3.2 All unused holes in electric boxes must be covered.

3.3.3 Electrical cords, cables, and plugs must be kept in good repair. Flexible cords and cables must be fastened so that there is no direct pull on joints or terminal screws.

3.3.4 Cords and cables must be free of splices and junction boxes, outlets, switches, and fittings must be covered.

3.3.5 All machines must have a main power disconnect for lockout/tagout, and/or another suitable means of disconnecting the power.

3.3.6 A magnetic switch or Safe-Start device is required to prevent automatic restarting of the machine after a power failure.

3.3.7 An emergency stop device (panic bar or dead man switch) must be within reach of operators working in the normal operating position.

3.3.8 Machines must have clearly marked controls that are within easy reach of the operator and away from the hazard area. (an employee shall not reach

3.4 Requirements for Specific Machinery:

3.4.1 Power Saws:

- All woodworking machinery shall be set and operated in accordance with the manufacturer's guidelines.

- Employee shall not clean a saw with their hands or while the machine is running.
- Ensure that blades are sharp and in good condition. All cracked and damaged blades shall be removed from service and disposed of immediately.
- Blades shall be properly secured and adjusted at all times.
- Never leave a machine unattended in the on position.
- Proper housekeeping shall be maintained at all times, and all tools shall be kept away from the work area of the saw.
- Never saw freehand on a table saw. Always hold the stock against a gauge or a fence.
- All table saws shall be equipped with kickback paws.
- Push blocks and feather boards shall be properly used when cutting small pieces on a saw.
- When cutting large stock, extra help shall be obtained and/or, in feed and out feed roller stands shall be utilized.
- Stand to the side of the saw to avoid injury due to kickback.
- Guide stock parallel to the rip fence to minimize the potential for kickback.
- Blade guard and kickback paws shall be utilized at all times.
- Gloves shall be worn when handling saw blades.

3.4.2 Circular Saws:

- Adjust height and angle of the blade before saw is plugged in.
- When starting a cut, ensure the electrical power cord is not resting on the material to be cut.
- Material to be cut shall be up on a wooden sawhorse, to prevent blade from coming in contact with a hard surface.
- Gloves shall be worn when handling saw blades.

3.4.3 Nail Guns

- All pneumatically driven nailers and staplers with automatic fastener feed, shall have a safety device (spall) on the muzzle to prevent the tool from ejecting fasteners, until the muzzle is in contact with the

work surface.

- Before using a tool, the operator shall inspect it to determine that it is clean, all moving parts operate freely, all guards and safety devices (spall) are in place, and that the barrel is free from obstructions.
- If a nail gun is found to be defective a “Red Tag” shall be placed on the gun and its use is prohibited, until repairs or a replacement can be made.
- Before using these tools, the operator shall read and become familiar with the manufacturers operating guidelines and procedures.
- Powder actuated nail guns shall not be loaded until just prior to the intended firing time, nor shall an unattended tool be left loaded.
- ✓ Powder actuated nail guns shall not be pointed at any person at any time. In case of a misfire:
 - The operator shall hold the tool in the operating position for at least 30 seconds.
 - Try to operate the tool a second time.
 - Wait another 30 seconds, holding the tool in the operating position; then proceed to remove the explosive load in strict accordance with the manufacturer's instructions.
- Nail guns shall never be left unattended in a place where it would be available to unauthorized persons.
- Nail guns shall never be pointed at or near another person.
- Fasteners shall not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface hardened steel, glass block, live rock, face brick, or hollow tile.
- Driving into materials easily penetrated shall be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying-missile hazard on the other side.
- These tools shall not be used in an explosive or flammable atmosphere.

3.5 Personal Protection:

3.5.1 When operating a saw lose clothing and long hair shall not be permitted.

3.5.2 Hearing protection shall be worn when operating a power saw and/or nail guns (Nail Gun–140 dBA, Saw-105 dBA).

- 3.5.3 ANSI approved eye protection shall be a minimum requirement. Additional eye protection may be warranted depending on task at hand.
- 3.5.4 Push sticks, miter gauges and feather boards shall be used as needed when working with smaller material.
- 3.5.5 A nuisance dust mask shall be worn when operating a saw, if a dust collector is not in place.
- 3.5.6 Tools shall not be operated without proper lighting.

3.6 Training:

- 3.6.1 All employees operating Woodworking Machinery shall be trained in the safe use, and maintenance procedures in accordance to the manufactures guidelines, for each type of equipment being used.
- 3.6.2 Only trained employees authorized by the supervisor may operate woodworking machinery.

4 References:

- 4.1 29 CFR 1910.213 Woodworking Machinery Requirements.
- 4.2 Guarding portable Power Tools (UCI Safety Program).
- 4.3 Other Portable Tools (UCI Safety Program).

5 Exhibits:

None.