

CARPENTRY AND LOCK SHOP SAFETY PROCEDURES

Haste and forgetfulness in the shop area may create dangerous situations: for example, not checking the track of the table saw, hitting a scrap of wood, and having the lumber hit the user. Forgetting to unplug the jointer when cleaning out the chip chute can be disastrous, as the chips can clog all the way to the blade. Obviously, there are many other hazardous situations that could possibly occur; hence, this section will present a comprehensive view of safely operating the specific machines in the shop.

This section is broken down into three parts. The first will discuss the common-sense safety rules as they apply to all or a majority of the machines. The second will consider the use of tools in the field. The third part deals with safety issues in the lock shop.

COMMON-SENSE SAFETY IN THE SHOP

Movement in the shop must be considered. When entering the shop each morning or after being away for an extended period of time, check to see if the arrangement of the shop has been changed. This will help in predicting and avoiding accidents caused by bumping into objects. When moving within the shop, attempt to avoid an area where a co-worker is operating a machine. Should this be impossible, be sure to let the person know of your presence by addressing them at a time when they are pausing and not working with a machine.

Before working on a machine:

- 1) Put on proper eye protection (safety glasses, goggles, or full face shield).
- 2) Put on proper ear protection when operating any of the machines.
- 3) Wear a dust mask or appropriate respirator when sanding, grinding, or sawing.
- 4) Check to see if the machine is turned off before plugging it in.
- 5) Check the condition of the machine. Are there any chips on the working surface or in any of the tracks?
- 6) Check to see if the chip chutes are operable. Clean as necessary and make sure that the chute is open and that other chutes nearby are closed to provide the proper vacuum.
- 7) Check the guard on the machine by moving it the full range of motion. If it sticks, lubricate it as necessary.
- 8) Check blades. Replace them if they seem dull.
- 9) Lift any heavy object carefully with proper technique. (See GENERAL WORK RULES 'Lifting, Carrying, and Handling' section of this manual).
- 10) Check to be sure the operator and everyone in the vicinity is clear of the area in back of the machine. The blades could catch a piece of wood and throw it from the machine.

INDIVIDUAL MACHINERY

Table Saw

- ◆ Always check the track to be sure it is clear of sawdust.
- ◆ When cutting a piece smaller than 10 inches use a pushstick and not your hand.
- ◆ Keep stock firm against the fence.

Radial Arm Saw

- ◆ The radial arm saw has a height adjuster, which may be used when the machine is running. Use care when reaching for the height adjuster. Make sure clothing cannot get caught in the blade. There is an automatic power brake that, after use, should apply itself to stop the blade from spinning to rest. Occasionally check to make sure it is in working order. Remember to always return cutter to rear of track.

Power Planer

- ◆ The power planer's chip chute may fill up quickly. It is critical when planing that too much of the wood is not planed off at one time. Any planing deeper than 1/8 inch may cause strain and possible loss of balance.

Mortise and Tenon

- ◆ Though these two machines are used the least, they are the most dangerous. The positioning of one's hands is the key; keep them away from the moving parts of both machines. Also have the material positioned before engaging the machines.

Power Mitre Saw

- ◆ There is a high incidence of injury for those who use a 'chopsaw.' Do not hurry when cutting; keep downward motion smooth; and don't 'push' the blade through the wood, as this is unnecessary for effective cutting. Take time to check the area for any obstructions. The placement of the guide hand must not be overlooked. Along with a power brake, this saw has a 'dead man' switch positioned just before the trigger which, when, depressed shuts off the saw.

Jointer

- ◆ Because chips can get lodged near the blade, check the chip chute with care. Unplug the machine first and then get the chips out. A pushstick should be used for any pieces SMALLER than 4 inches in length or width.

Free Standing Disk and Belt Sander

- ◆ Check the direction of rotation and be sure to hold on to material tightly so it doesn't fly.

Drill Press

- ◆ Make sure that the bit is sharp before installing it. Do not leave the key in the chuck. Do not adjust the height of the drill press with a piece of wood. Take the time and effort to bend down and reach under to adjust the height of the platform. Clamp objects that could spin or move.

LOCK SHOP SAFETY

- ♦ Within this shop, care should be taken in using the lock mortise. This machine gets limited use because it is designed for old style locks. In any event, always be aware of hand position during operation of the lock mortise.
- ♦ Lock installation of a template kit with a power drill needs consideration of body position. Your weight should be balanced without forcing the drill to hasten the process.
- ♦ When hanging doors, remember to bend the knees and lift with the legs, not the back. Avoid having to lift the door all at once. Instead, lift one end to place it upright and then maneuver it into position. Get help when needed. (See GENERAL WORK RULES, Chapter 2, Lifting, Carrying and Handling, page 6, of this manual).

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| Electrical Standard Operating Procedures | | | | |
|---|--|---|-----------------------------|---------------------------------|
| | Disconnect Switch and Lock Out/ Tag Out | Connect/ Disconnect Wiring Related to Specific Pieces of Equipment | Measure Amperage | All Other Electrical |
| Carpenter Shop | | | | |
| <input type="checkbox"/> Carpenter | X | | | |
| <input type="checkbox"/> Paint | X | | | |
| Environment | | | | |
| <input type="checkbox"/> Alarms | X | | | |
| <input type="checkbox"/> Controls | X | | | |
| <input type="checkbox"/> HVAC | X | X | X | |
| Plumbing | | | | |
| <input type="checkbox"/> Plumber | X | | | |
| <input type="checkbox"/> Heat/Cool | X | | | |
| Electric | X | X | X | X |
| Lock | X | | | |
| Zone | X | | | |
| District Energy | X | X | X | |
| Utility Locator | X | | | |
| Electrical Engineer | | | X | |

Notes:

1. Specify voltages for the restrictions.