

# HENLEY MEN'S SHED

# General Safety Rules

**DO NOT USE POWER TOOLS OR MACHINERY UNTIL YOU HAVE BEEN TRAINED IN ITS USE**

1. Solid fully enclosed footwear must be worn in workshop area
2. Wear approved eye & ear protection where specified in equipment rules
3. Do not wear tie's, secure or remove loose clothing
4. Ensure guards' are in place and properly secured to machinery
5. Remove off cuts from the work area and place in the bin provided
6. Ensure you have adequate room to operate comfortably, including space on the infeed and outfeed sides of the machine
7. Before starting warn others nearby to prevent reaction to sudden noise
8. Ensure tools and workpiece are clear of moving parts/cutters before starting the machine
9. Allow the machine to get up to speed before proceeding to work
10. No material to be cut or machined with nails or concrete present
11. Should the machine/workpiece jam, turn off at the machine immediately and wait for the drive system to stop before making adjustments or removing the workpiece
12. Report any blunt cutters or blades, or problems with machines immediately
13. Always turn off at the machine not the wall switch, to prevent unexpected starts if someone else inadvertently operates the wall switch
14. Clean up your work area regularly
15. Show consideration for the person who will use the machine next
16. **IF YOU ARE UNSURE OF ANYTHING, ASK A SUPERVISOR FIRST**