



Northumbrian Woodturners Association

Safe Working Practice (SWP)

Safety is everyone's responsibility, whether you are a member, guest or visiting demonstrator.

Covid-19 Instructions. It is now members personal preference whether they choose to wear a mask during meetings. Members are asked to respect other members choices.

However, if any Government Restrictions or Guidelines come into force on or after 9th August 2022 will take precedent.

1. **Fire Safety:** Briardale House Community Centre (BHCC) as providers of the premises used by NWA has a fire alarm system and fire extinguishers are already in place.
 - 1.1. **Signing-in.** At every meeting or demonstration there is a sign-in paper at the entrance to the meeting room. Every member must put a tick against their name and guests must add their name to the list. At the start of each meeting the Chairman asks all present if they have signed in and points out the fire exits.
 - 1.2. **Emergency collection point:** Car Park in front of BHCC building. In case of emergencies the Chairman would take the sign-in paper (if it is safe to do so) to the car park to carry out a head count.

- 1.3. Defibrillator. There is a Defibrillator (AED) located on the left of the entrance gate from the carpark. An AED is used to help those experiencing sudden cardiac arrest. It's a sophisticated, yet easy-to-use, medical device, that can analyse the heart's rhythm and if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm. You can operate an AED with-out training, as once initiated the AED will literally talk you through the process. However the first thing to-do if someone has a cardiac arrest is to dial 999.

Setting up and stripping down for demonstration or members' hands-on training using Lathes, in the meeting room at the Briardale Community Centre (BHCC):

Manual handling procedures must be respected at all times.

- 1.4. Room Layout: The lathe would normally be set up at the open end of a U-shaped lay-out of tables, set off from the back wall. With adequate room behind the lathe for the demonstrator to work safely, and access space to be left at one end of the lathe between the lathe and the table.
- 1.5. Setting up lathes: When not in use the three lathes are stored in the meeting room inside one of the two locked walk-in cupboards allocated for exclusive use of NWA. The two smaller lathes are kept when not in use on a purpose made low level trolley, which can easily be rolled out of the cupboard into the place where they are to be set up. They are then individually lifted by two members (from a standing position) just enough to clear the trolley, while a third member pulls the trolley from under the lathe to allow it to be set down. The third lathe (which is the lathe that is normally used for

demonstrations) is on 4 heavy duty castors which can be engaged or disengaged by a simple foot action levers, allowing the lathe to be rolled in to place and set down by one member. All the lathes are fixed to proprietary lathe stand and are very stable. The main demonstration lathe has a transparent rigid plastic fold away screen, which is mounted on the front of the lathe between the lathe and those viewing the demonstration.

1.6. Electrical power and cabling: Electric power to the lathes will be via drum cable extensions from 240v power points on the back wall to the floor under the lathe. The extensions have multi outlets to allow the demonstrator to use other power tools or equipment if and as required. All power cables for lathes and all other equipment are encased within proprietary floor trunking. No trailing cables are allowed.

1.6.1. PAT testing: All electrical equipment, tools, extension cables, etc. are Portable Appliance Testing (PAT) tested annually by a competent person.

1.7. TV Screens: Three television screens for viewing the demonstrations are also stored with the lathes and other relevant equipment in the previously mentioned walk-in cupboards. The screens are positioned at either end of the U-shaped table lay-out on two proprietary heavy-duty floor standing telescopic tripods. The screens are mounted on the tripods via proprietary brackets; the tripods are secured to the tables with purpose made brackets and G clamps. The screens are lifted on and off the tripods by two members.

1.8. Camera Gantry: A top rail attached between the TV tripods carries 2 small cameras that relay the demonstration to the screens via a table-top box. The Gantry is an inverted "U" shape made from 18mm diameter metal conduit. Which is set over and to the front of the lathe above head height, it is assembled and

located from floor level. However, to set and/or adjust cameras access is via a step-up work platform (approximately 450mm high). The cameras are connected via cables to the TVs, which are held in place on the rails with toggles and/or Velcro ties.

1.9. Audio System: A speaker is set up on a heavy-duty floor-standing telescopic tripod against the side wall, with a table alongside for the control box. The system is wireless with the speaker/demonstrator having a clip-on microphone.

1.10. Clearing away: Upon completion of a demonstration or training session all the lathes and other equipment are stripped down and returned to locked cupboards in an analogous manner to setting up. The shavings etc. made during the demonstration or training session are picked up and bagged, shavings that cannot be picked up will be vacuumed up using the NWA's CamVac dust extractor; Note: sweeping up of shavings is discouraged, but if necessary, sweeping is to be kept to a minimum. The bagged shavings are disposed of by the centre.

2. Operating Woodturning Lathes either by visiting Demonstrators or by Members at club meeting or "members training events".

At a minimum the following Safety Procedures should be followed when using a woodturning lathe at all club meetings.

2.1. Public safety: A clear rigid plastic fold away screen is mounted on the front of the lathe between the lathe and those viewing the demonstration to protect them from flying chips etc.

2.2. Operator safety: The lathe operator must wear safety glasses, goggles or face shield to protect operator from flying chips. (Spectacles without safety lenses should not be treated as adequate for eye protection). Appropriate comfortable clothing should be worn, but not so loose fitting that they could catch on moving parts or get entangled with rotating parts or the work piece being turned. Neckties, lanyards, jewellery, etc should be removed and hair tied back before starting to turn. Adequate footwear must be worn; sandals are not permitted. Gloves must not be worn whilst turning.

2.3. Safety while turning:

- 2.3.1. Workpiece: Work pieces should be checked for splits, loose knots, cracks or any other defects that could fly off or make them insecure. The operator must inform the audience about the nature of the material about to be used to avoid possible allergic or other reactions.
- 2.3.2. Chucking: The work piece should be securely held either between centres, on a faceplate or in a four-jaw chuck. If held by a chuck the tenon or mortice recess should be of the optimum size to suit the jaws being used. The operator should consider tail stock support for face plate/chuck held blanks. The chuck key must never be left in the chuck when the lathe is unattended. The appropriate locking bar must always be used to remove the chuck and NOT the indexing pin system.
- 2.3.3. Tool rest: The tool rest should be clamped securely in place and adjusted so that it is parallel and close as possible to the work piece. It should be set high enough so that the tools will cut the wood slightly above the centre. Before starting the lathe, the work piece should be rotated to check that it is free to fully rotate. As wood is removed during turning and the gap increases the tool rest should be moved closer. **Note:** The lathe should be turned off before any adjustments are made and the tool rest should be moved away from the work piece prior to sanding, polishing, etc.

- 2.3.4. Lathe speed: The operator must select the appropriate speed for the diameter, length, the nature of work to be carried out and the tools to be used. If in doubt, he/she should start at a low speed and increase as necessary to work safely. Low speed should be used for any work piece that is irregular in shape and or out of balance. The lathe must not be left running when unattended. The Spindle locking and or indexing lock must not be engaged upon completion. They must be disengaged prior to lathe being stored in cupboard.
- 2.3.5. Turning tools: Only appropriate, sharp and well-maintained gouges, chisels, etc. should be used. The use of tools made from files or other nonstandard materials is not allowed. Tools and other equipment not in use should not be left on lathe bed but should be put on one of the adjacent table to avoid falling off and causing injury.
- 2.3.6. Sanding: A CamVac dust extraction system is available, though sanding should be kept to a minimum during club demonstrations or training events. But if it is essential to the demonstration, The CamVac system must be used. Wherever possible appropriate tools should be used to hold sandpaper and only paper or non-woven safety cloths used to apply finishes. Demonstrators must inform all those attending what timber is being sanded, encase of allergies.

3. Woodturning Demonstrations by members on premises other than our regular meeting room.

As a minimum the above and following Safety Procedures should be followed when using a woodturning lathe at any venue.

Manual handling procedures must be respected at all times.

- 3.1. Transportation: The Jet lathe is used for external demonstrations. This lathe is smaller and lighter than the lathe normally used for internal demonstrations! Therefore, can easily and safely be handled by two members. The lathe, boxed turned items for sale and other equipment are loaded into members vehicles for transporting to the venue.
- 3.2. Setting up: The lathe is set up in a location allocated to NWA. This lathe also has a transparent rigid plastic screen between the lathe and the public. The allocated location normally has tables or displays either side of the lathe that restrict access to the rear of the lathe. If this is not the case the members attending will ensure that something is put in place to restrict access.
- 3.3. Operating lathe. All items in section 2 are relevant to external demonstrations.

4. Operating Grindstone either by visiting Demonstrators or by Members at club meeting or “members training events”.

As a minimum the following Safety Procedures should be followed when using a Sharpening system at all club meetings.

- 4.1. Setting up Grindstone: A Creusen grinder is available to re-sharpen tools by demonstrators or by club members during a training event. The grindstone is stored on a shelf in one of the locked walk-in cupboards, it is bolted to a small section of worktop and is easily carried by one member. It is placed on one of the tables behind and to the side of the lathe and clamped to the table. The grindstone should be returned to the cupboard on completion of the demonstration or training event. However a check should be made that there is no

smouldering from sparks generated by the sharpening of tools, prior to returning it to the cupboard. Other sharpening systems may be used by visiting demonstrators, these are secured to a table when in use.

- 4.2. Operator safety: The Operator must wear safety glasses, goggles or face shield to protect the operator from sparks and small pieces of metal. (Spectacles without safety lenses should not be treated as adequate for eye protection). Appropriate comfortable clothing should be worn, but not so loose fitting that they could catch on moving parts or get entangled with rotating parts. Neckties, lanyards, jewellery, etc should be removed and hair tied back before starting to grind. Adequate footwear must be worn.
- 4.3. Safety while sharpening: Tool rest and/or sharpening jigs should be clamped securely in place and set to the correct position before starting the grindstone. The grindstone should be turned off and allowed to stop before any adjustments are made. The grindstone should not be left unattended when running. Tools and other equipment not in use should be put well away from the edge of the table to avoid falling off and causing injury.