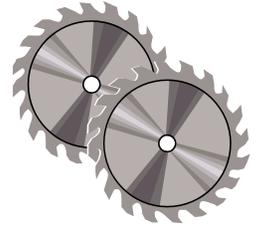


ALL EMPLOYEES ARE TO BE TRAINED PRIOR TO USING EQUIPMENT

I. Pre Operation Read Operators Manual Prior to Individual Tool Use.



Inspection/Service

- **Check/Inspect** blades, guards
- **Adjustment** - Adjust tool to manufacturer's recommendations.
- **Off Switch** - If unable to reach the shut off switch due to wood size, have a second person present to help before you begin to cut,.
- **Cords** - Check cords for cuts or exposed wires and for appropriate plug.
- **Check Site** - Make sure the area is clear & free of obstacles.
- **Unplug** – While adjusting or maintaining tools.
- **Reaching** - Never reach over tools when running.
- **Dust collection equipment installed** - if applicable.

Lockout/Tag (LO/TO) out if repairs are needed.

II. Personal Protection Equipment (PPE) - Wear gloves, if appropriate, especially around treated lumber, or rough cut lumber with splinters, nails, etc.

- **Eye Protection**
- **Hearing protection**
- **No Loose** clothing or long, flowing hair that could get caught in equipment

III. Site Assessment



- **Large Wood Stock** - Use assistance or additional equipment when working with heavy 4' x 8' sheets or long, heavy boards or posts
- **Be aware of warped or splintered wood.**
- **GFCI** - If in use in a wet area, use **Ground Fault Circuit Interrupter (GFCI)**.
- **Insure** proper blade clearance when using tools.

IV. Operation considerations for each type of woodworking tool below:

Saws All

- **Do not** reach or over reach, use proper balance.
- **Always** use two hands, and proper footing.
- **Never** start saw when blade is in contact with work piece.
- **Do not** lay tool down until moving parts have come to a complete stop.

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- **Pilot hole** – use pilot hole when starting a cut inside a board or countertop.

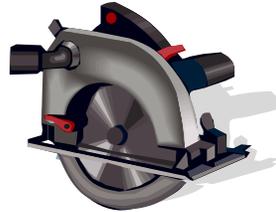
Band Saw

- **Blade movement** – do not bind or restrict blade movement.
- **Hold wood** securely to table with both hands.



Belt Sander

- **Secure material** before beginning task
- **Do not use trigger lock** on belt sander.



Circular Saw

- **Check sharpness** of blade.
- **Check blade depth**.
- **Cutting surface** is stable & free of obstacles.

Drill Press

- **Position and secure** material to be drilled.
- **Crank drill** bit tight.
- **Oil bit** when drilling metal.



Hand Drill

- **Secure material** before you drill.
- **Be aware** of potential binding.
- **Use proper bit** for the job.



Jointer

- **Feed wood** in the same direction as the grain of wood. **Caution – Kickbacks** can occur.
- **Standing** – feed wood while facing the machine.

Mitre Saw

- **Maintain** finger free zone.
- **Ease** saw into wood.



Palm Sander

- Take micro breaks while using palm sander

Planer

- **Depth** – when running wood through planer turn depth wheel no more than ¼ turn per pass.

Radial Arm Saw

- **Pull saw only** far enough to cut through wood



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- **Use guide stops**

Router

- **Put template** or pattern on wood.
- **Always** move the router from left to right when cutting on the outside of a board.

Saber Saw

- **Foot** - place saber saw foot against cutting material.
- **Do not lock trigger in "on" position.**
- **Plan** saw movement as not to sever power cord.

Scroll Saw

- **Blade tension** – set tension on blade.
- **Blade speed** appropriate to materials.

Table Saw

- **Fingerless Zone** - Use of push stick when cutting short stock (within 6" of the blade.)
- **Binding** - Shut off if wood binds.
- **Kick Backs** - Stand out of way of kick back zone.
- **Spreaders** – Make sure that the spreaders are in place.
- Blade adjustment or setting – Adjust blade to proper height.



V. Post Operation

- Clean and inspect for damage or additional maintenance.
- **LO/TO** any problems
- **Clean** area
- **Put away** tools when finished.

VI. Demonstration and Proficiency - All persons trained on wood working tools are required to demonstrate their proficiency prior to signing the main training ledger.

OYA OFFENDER JOB TRAINING MODULES



OREGON PARKS AND RECREATION DEPARTMENT

Safe Start Up Procedure for Powered Tools and Equipment After Power Interruption

TO BE POSTED NEAR EQUIPMENT

Scope of Application

Electrical equipment and tools used in Park maintenance shops must be started and shut down safely, according to manufacturer's guidelines, including table saws, radial arm saws, drill presses and other powered tools. Care must be taken by staff to ensure that anyone using these tools is following safe procedures, particularly when there is an unanticipated interruption to the flow of power.

In the event of power interruption during tool operation, employees will follow these practices to restore power safely.

Procedure

1. Set the tool's power control to the OFF position.
2. Secure the tool in a safe location.
3. Identify the nature of the power interruption.
 - a. If power was shut off by an overloaded circuit, tool damage, defect or an otherwise unsafe power connection, DO NOT RESTART THE TOOL. Ensure the problem is corrected before attempting to use the tool or power connection. Follow Lockout/Tagout procedures to ensure against unsafe start up.
 - b. If the power was shut off by a power outage, ensure that all tools in operation are returned to the OFF position immediately.
 - c. If the tool or equipment was stalled by resistance to the material being worked, clear jammed objects before restoring power.
 - d. If the power interruption was related to removal of a cord or pulled plug, ensure it is safe to restore power.
4. Before restoring power to the tool, ensure that the work area is free of debris, work pieces or any other objects which could cause injury from restarting the tool.
5. Ensure that any moving parts or cutting edges are clear.
6. Re-start the tool and check for proper function before continuing tool operation.



Training

All employees shall be trained in safe tool operation through review of the OPRD training modules and the tool operations manual (as needed), including these safe start up procedures.

Approved by Safety Review Board, Jan. 12, 2010.