

WaM Machine Workshop Level 2 Induction



OUR WORKSHOP OPENING HOURS ARE:

MONDAY - FRIDAY 9.00AM - 1PM / 2PM - 5.00PM

LEVEL 2 ACCESS TO MACHINE WORKSHOP:

- WAM Machine shop is a 'HIGH RISK' Authorised access only work area.
- NO ACCESS WITHOUT INDUCTION OR SUPERVISION BY TECHNICAL OFFICERS
- Do not attempt to use machines if you have not been instructed in their safe operation.
- Access only through internal door by office and sign in to register upon entry. Outside doors for servicing large items only and remain locked.
- A maximum of 8 students at a time are permitted in the Machine Shop.

MACHINES AVAILABLE IN THE WOOD MACHINE WORKSHOP:

LEVEL 2 INDUCTION: (AVAILABLE FOR STUDENT USE UPON COMPLETION OF TRAINING)

- Bandsaws
- Drill Press's (Pedestal Drills)
- Belt Sander
- Disc Sander
- Bobbin (Spindle) Sander

ADDITIONAL MACHINES REQUIRING SPECIFIC INDUCTION OR TRAINING BEYOND LEVEL 2 INDUCTION:

- Wood Lathe
- Milling Machine's

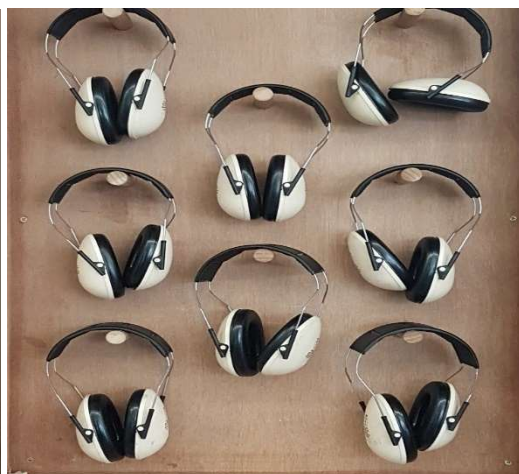
MACHINES THAT ARE UN-AUTHORISED FOR STUDENT USE. STUDENTS CAN REQUEST TECHNICIANS TO USE MACHINES ON THEIR BEHALF.

- Drop saw
- Table Saw

COMPULSORY PERSONAL PROTECTIVE EQUIPMENT (PPE)

WOOD MACHINE WORKSHOP (high risk area)

- Enclosed footwear is mandatory
- Leather Apron
- Protective Eyewear
- Hearing protection

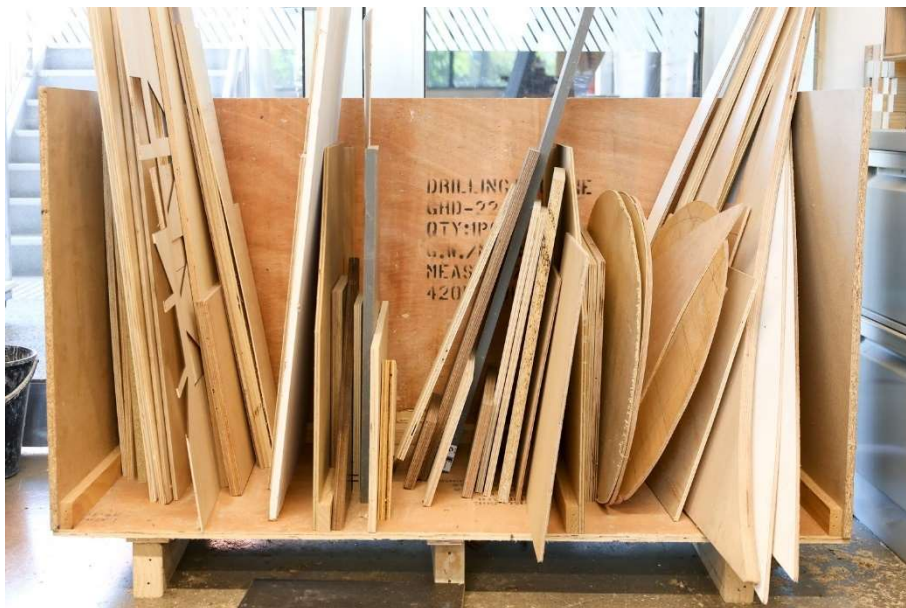


WORKSHOP SAFETY GUIDELINES

- Emergency exits are the glass doors located on the side of the machine shop.
- Familiarise yourself with the location of fire extinguishers.
- Familiarise the location of emergency stop buttons on the wall and on individual machines.
- Dust Extraction must be on during any machine task. The switch is located on the left behind the door as you enter the machine shop.
- Observe all signage and read SWI (Safe work instructions) where applicable.
- Long hair must be constrained.
- loose hanging jewellery or clothing to be constrained or removed
- Food/Drink is NOT allowed in workshops/studios.
- Influence of drugs or alcohol is NOT PERMITTED
- No personal Earphones for music etc.
- Report faulty or damaged tools and equipment to a technician immediately.
- Do not use faulty or 'tagged out' equipment.
- Maintain a clear 1m space around machine operators.

WORKSHOP ETIQUETTE

- Be courteous and conscious of others working in space
- Avoid queuing. WAIT OUTSIDE ENTRY DOOR
- Machine area is not a fabrication space.
- Leave promptly once task is complete.
- Keep the workspaces tidy and clean up after yourself.
- Use appropriate bins for material offcuts and general waste.



SAFE OPERATING PROCEDURES (SOP'S):

SOP's are essential OHS documents that contain important information about the risks associated with operating a machine and the correct procedures to safely operate the machine.

All students must read and familiarise themselves with the SOP for **each individual machine** they intend on using. They are available on the web via numerous links and are also located in hard copy stuck to (or close to) the machine. They are always a good reminder and revision to refer to if you haven't used the machine in some time. Always ask a technician if you are unsure on the safe operation of machinery and equipment.

DRILL PRESS MACHINES:

The pedestal drill or 'drill press' is a versatile machine that offers more accurate, powerful and directional hole drilling capabilities than using a hand held drill. As with all rotating machines there are risks associated with its use and safe operating procedures that must be followed to mitigate these risks. Always **refer to the SOP** prior to use and ask a technician if you are unsure.

<https://drive.google.com/file/d/18vRnDIRwbctMQFGHLILz6Vi8kZ6hfVNa/view?usp=sharing>

When to use a drill press:

- For drilling accurate perpendicular or other angle holes into a workpiece.
- For drilling large holes that require more power or torque than a hand held drill.
- For drilling repeated position holes where the workpiece can be set up in a jig.



BAND SAW MACHINES:

The WaM machine shop has two band saws. They are essentially similar machines however one is generally used for wood and the other has a finer tooth blade and is used for metal and plastics. Always **refer to the SOP** prior to use and ask a technician if you are unsure.

<https://drive.google.com/file/d/1XsGE63bLPtI053HyPX90qQjR8waJFh8r/view?usp=sharing>

The bandsaw is an ideal machine for cutting generally thinner sheet like materials such as plywood. It can be useful for cutting many shapes including curves.



SANDING MACHINES:

The WaM machine shop has three types of sanding machines that are useful for specific applications. Be sure to use the correct machine or ask a technician if you are not sure.



Applications for sanding Machines:

- **Belt Sander:** sanding flat surfaces generally along the grain of wood

<https://drive.google.com/file/d/1xOsLIBWwe07QSHSFeNULfRgrl5mKy6D/view?usp=sharing>

- **Disc Sander:** ideal for convex curves and/or sanding end grain of wood

<https://drive.google.com/file/d/1WekVLWASIYOgsRelj6OeHqUHiB5mySso/view?usp=sharing>

- **Bobbin (Spindle) Sander:** ideal for sanding internal concave surfaces/curves.

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