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Book Descriptions:

carpentry shop safety manual

Please upgrade your browser to improve your experience. It is available for students and staff of the department. This complete machine and assembly shop, one of the finest in any U.S. architecture school contains over 4,500 square feet of highbay space and is open days, evenings, and weekends. The facility is supplied with full woodworking capabilities, welding equipment and a large variety of hand tools. Ted Wong is the manager and director of the shop facilities. Accidents in the shop may result in serious bodily harm or death. Following proper safety procedures and conforming to shop policy as outlined in this workshop safety manual will greatly reduce any chance of injury. Guests and visitors are not permitted to use any machines or tools and are not allowed in any machine use areas. Visits should be as brief as possible. Shop personnel will follow established firstaid procedures. Therefore faculty should always schedule their shop related projects with the shop manager. The following are capacity limits The shop manager may waive this limit if prior arrangements have been made. Shop users are responsible for cleaning up after using the shop. The following procedures apply for items that will not fit in lockers Such storage is only allowed for limited periods of time and requires a specific removal date. All materials stored beyond the removal dates will be subject to discard. Any contents not immediately claimed will become property of the shop. Users are department faculty or enrolled students and have met the requirements for Shop Certification. Alumni and former students that have not been shop certified within the last two years must renew shop certification. Material that is excessively contaminated with dirt or grime should not be processed on any of the workshop equipment ex. Material should also be free of paint or finishes ex. <http://www.yiff.se/userfiles/bosch-sms-6032-manual.xml>

- **carpentry shop safety manual.**

All used material should be analyzed with a metal detector before attempting any machining procedures using the shops tools or equipment. Shop users using used materials may be found liable for damage to the shops tools and equipment caused by those materials. Follow guidelines for each specific tool or machine regarding materials as outlined in the shop manual. Follow guidelines for each specific tool or machine regarding materials as outlined in the shop manual. Grinding tools with specific attachments may be used to work cement or concrete on the outdoor concrete slab. Check for schedule changes during finals period and holiday Think practice and develop good, safe working habits. Be thoughtful and helpful towards others in the shop. If a guard or safety device is an impediment to safe operation of a machine seek help. If in doubt, ask for help. Notify shop manager or student assistants for help. Pick up your materials. Put away tools. Sweep up any loose debris. Ask shop attendant for assistance. Do not force tools into the material. Random Orbit Sanders use disposable sandpaper discs that are available for purchase in the shop. Ask Shop staff for assistance. Do not bear down on sander or push sander into material. With the appropriate belts it will quickly remove large amounts of material or smooth a surface in preparation for final finish sanding with other sanders. Do not bear down on sander or push sander into material. It is used for sanding moderate amounts of material off edges of boards as well as the face. The sander has a small area of contact and can easily follow moderate to shallow curves. Do not bear down on sander or push sander into material. Ask attendant for assistance if you are not sure which bit or accessory to use. Switch should be in forward position for drilling or reverse for backing out stuck bits. Tighten all three holes. Ask attendant for assistance if you are not sure which bit or accessory to use. <http://pusancard.com/userData/board/bosch-sms40c02gb-dishwasher-white-manual.xml>

Switch should be in forward position for drilling or reverse for backing out stuck bits. Tighten all

three holes. They are very versatile because of the large number of accessories available and also because they are not bound by the limits of electrical cords. Ask attendant for assistance if you are not sure which bit or accessory to use. Generally, use low speed to drive screws and high speed to drill holes. Switch should be in forward position for drilling or driving screws, reverse for removing screws. Ask for assistance if you are not sure which setting to use. Be mindful and keep drill away from the edge of work benches or elevated surfaces. They are very versatile because of the large number of accessories available and also because they are not bound by the limits of electrical cords. Ask attendant for assistance if you are not sure which bit or accessory to use. Switch should be in forward position for drilling or driving screws, reverse for removing screws. Be mindful and keep drill away from the edge of work benches or elevated surfaces. Different cutters called bits, may be used to provide a variety of cutting and shaping operations such as; slotting, mortising, grooving, rabbeting, cornerrounding, beading, dovetailing, veining, inlay work, etc. Keep cutting pressure constant. Do not force tool into cut. Allow motor to come to full speed before contacting work piece. Depending on the material, it will likely be necessary to make more than one cut for best results and to avoid overloading the motor. Before beginning the cut on the actual work piece, it is advisable to make a sample cut on a piece of scrap lumber. This will show exactly how the cut will look as well as enable you to check dimensions. Always be sure the work is rigidly clamped or otherwise secured before making a cut. When routing edges, the router should be held firmly down and against the work by both guiding knobs.

Since the cutter rotates clockwise when viewing router from top, more efficient cutting will be obtained if the router is moved from left to right as you stand facing the work. When working on the inside of a template, move router in a clockwise direction. When working on the outside of a template, move the router in a counter clockwise direction. The speed and depth of cut will depend largely on the type of material being worked upon. Keep the cutting pressure constant, but do not force the router through the material so the motor speed slows excessively. When making cuts on all four edges of the work piece, it is advisable to make the first cut on the end of the piece across the grain. Thus, if chipping occurs at the end of a cut, it will be removed when making the next cut parallel with the grain. Plunge Routers allow the user to make cuts on the interior area of a material i.e. cutting a circle out of the middle of a board. With a spring loaded mechanism the user is able to "plunge" the router bit into the material when it is placed in the interior portions of the material. They can be used for profiling the edges of material and can also be used to cut from grooves from one edge of the material to the other. It can perform many of the functions of a regular sized router but is designed for smaller scale work where a larger router would be cumbersome to operate. Its smaller size and profile make it ideally suited for routing work in tight spaces or in situations where maneuverability may be an issue. Keep cutting pressure constant. Do not force tool into cut. Allow motor to come to full speed before contacting workpiece. Ask for help from shop staff. Avoid cutting benchtop. With the appropriate blade various materials may be cut such as wood and wood composites, paper or fiber based materials, plastics and masonry type materials. Do not cut into benchtop.

With various blades and a specially designed work table or straight edges this saw can make straight and miter cuts in a variety of materials. This saw also has the added feature that allows cuts to be made within the interior areas of a workpiece. Adjust blade height if needed. Do not cut into benchtop. It is primarily a power tool used in the construction industries. And with a wide array of blades available it can be used to cut through wood, metal, plastic, rubber, plaster, etc. Ask for help from shop staff. Securely clamp material down. Avoid cutting into benchtop. It cuts an arc shaped slot in the material in preparation for the insertion of a football shaped plate biscuit. Before the plate is inserted glue is applied in the slot. Once the plate is inserted into the slot containing the glue it becomes an integral part of the material then another piece of material with similarly cut slots can be glued and attached to the first piece of material see drawing above. With a wide range of

accessories it can be used to cut, grind, carve, polish and drill a wide variety of materials. With the proper bit or accessory wood, metal, ceramics, plastic, stone and concrete can be worked. The compact size and maneuverability of the tool lends itself well to intricate work where larger tools would be too cumbersome to use. Ask for assistance if you are not sure what accessory to use. Do not start on surface of material. Allow abrasive media to lightly contact work. The shop has two different sized nailers. The largest nailer shoots 16 gauge finish nails and is used for nailing thicker materials used for cabinet boxes and carpentry millwork. The smaller gun shoots 18 gauge brad nails and is used for assembling thinner materials used in projects such as picture frames, small boxes and delicate millwork. Before using these pieces of equipment please read and make sure you understand the following safety rules.

With the various size Band Saws in the shop and the variety of blade sizes large planks of lumber can be cut as well as delicate scale model materials. Use brake when available to stop blade or stay with machine until blade stops. Avoid standing to side of machine. Absolutely no metal cutting on these band saws. Report strange noises to shop attendant. Avoid standing to side of blade. This occurs when the blade cuts through a portion of the material that may have a lesser density, thus offering less resistance to cutting. The blade will actually speed up and cut at a greater velocity. If you are near the end of a cut and your fingers are in the line of cut injury could occur. Use enough pressure to feed material through blade at a slow consistent speed. If material smokes or burns report it to shop attendant. If blade gets stuck in saw kerf and pulls out of guides turn off machine and seek help from shop attendant. It can be used to cut solid wood, composite wood products such as plywood and particleboard and some types of plastics. The table saw shown above is configured primarily for ripping wood cutting parallel to the grain of the wood. Two table saws in the shop are configured in this manner. One is set up with a blade used for making cuts as shown and the other is setup with a dado blade used for cutting grooves in material. Free of dirt, loose knots and splits. If possible stand off to the side of blade. But can be removed if they interfere with passage of material through blade By shop attendant only. Switch hands as necessary to reach for push stick. In the woodshop crosscutting can be performed on the table saw in two ways. The Crosscut Box is the easiest and safest way to cut material perpendicular to the grain. Using the miter gauge is another option for crosscutting material on the tables saw. Cuts performed on crosscut box are perpendicular to the length of the material and grain direction. Remove scrap after blade has completely stopped.

If possible stand off to the side of blade. Slide fence bar towards or away from saw blade. But can be removed if they interfere with passage of material through blade. Do not overtighten fence lockdown screws. Switch hands as necessary to reach for push stick. This is known as kickback. Kickbacks may vary in intensity anywhere from a mild backwards push, to a violent hurling of the material. Many of the safety rules that follow are designed to minimize the risk of kickback. Please know and follow these safety rules for the protection of yourself and others. Material should always be held firmly on table surface and the rip fence or miter gauge. Do not attempt to cut round or curved objects on the table saw. Please Note Some guards may have been removed for clarity in some of the following photos. Guards should always be in place when practical. Never attempt a freehand cut with a table saw. Cut using only hands to guide material. Do not lean upper body over blade to push material through blade. Do not let go of material while it is still engaged in blade. Do not attempt to push narrow pieces past blade using fingers. Never place hands or fingers in path of cut or in line with blade. Do not continue pushing material forward from left side once the end of material approaches blade. Use right hand to push material through blade. As material passes through blade and end of material approaches throat plate do not use left hand to push material against rip fence. Do not continue using left hand to push material forward or towards fence once end of material approaches blade. Do not allow left hand to travel with material towards blade. Never cross cut narrow stock Material less than 12" in width to length using the rip fence. It is used to make wood

material flat and square in preparation for other machining procedures. Safe and proper use and good technique are essential for accurate and consistent performance. Cut longer boards to rough length before flattening.

More often than not boards will have a warp, twist or bow or a combination of all of these things. A jointer can remove these undesirable qualities and leave the material in a more workable condition. If material is bowed or cupped place it on the infeed table with the cup or bowed side down. Fingers should be above surface of material at all times. Apply downward pressure to the leading end of the board and a combination of downward and forward pressure on back end of board. If material gets caught on outfeed bed DO NOT reach down to free material. Hold material in place and turn off machine. Back material out after machine has stopped completely. Material should pass over knives with relatively little vibration and with a moderate noise level. Noisy cuts or cuts that generate a lot of vibration indicate dull knives. Report this to shop attendant. Apply pressure at the leading end of the board and press it flat against the fence. At the back end of the board use your other hand to begin pushing the board. Fingers should be above surface of material at all times. If material gets caught on outfeed bed DO NOT reach down to free material. Back material out after machine has stopped completely. Allow the board to slide past as the other hand pushes the material. Ask for help if you dont understand this procedure. Use a square to check for square. Its 20" knives will allow the user to flatten all but the widest boards. Safe and proper use and proper technique are essential for accurate and consistent performance. Cut longer boards to rough length before flattening. More often than not boards will have a warp, twist or bow or a combination of all of these things. Fingers should be above surface of material at all times. As material passes over cutter knives gradually shift more downward pressure to back end of board. Material should pass over knives with relatively little vibration and with a moderate noise level. Report this to shop attendant.

Back material out after machine has stopped completely. Apply pressure at the leading end of the board and press it flat against the fence. Back material out after machine has stopped completely. Fingers should be above surface of material at all times. Ask for help if you dont understand this procedure. Use a square to check for square. Assume a wide stance. Feet should be firmly placed and body weight should be evenly distributed. Bend at knees and waist when pushing material forward. Fingers should never touch table surfaces when processing material. It can be used to plane rough sawn wood or wood that has been previously flattened. A planer will merely smooth the face of a board and plane it to a consistent thickness. The planers in the woodshop are vital pieces of equipment and crucial to the completion of many projects. Be gentle with these machines and read the operating procedures carefully. Be sure planer is off. Machine should be off for this step!!! It can be used to plane rough sawn wood or wood that has been previously flattened. A planer will merely smooth the face of a board and plane it to a consistent thickness. Be gentle with these machines and read the operating procedures carefully. A planer will merely smooth the face of a board and plane it to a consistent thickness. Be gentle with these machines and read the operating procedures carefully. Machine should be off for this step! As with all power sanders care must be taken not to remove too much material at once. Roll up sleeves. Do not attempt to sand plastic, metal, plaster or rubber. Like all sanding operations it is not highly accurate. It should not be used to obtain precise angles or measurements. The machine is best suited for light sanding and removing irregularities or imperfections in material prior to final sanding. Roll up sleeves. Or sand objects that will permit fingers to get closer than 3" from belt. Do not attempt to sand plastic, metal, plaster or rubber.

Do not leave material in one place continuously. Material to be sanded should be at least 6" in width and 12" in length. Avoid pointing end of board opposite direction of sandpaper travel. The spindle rotates and simultaneously oscillates vertically leaving a smooth scratch free surface on the material being sanded. Roll up sleeves. Do not attempt to sand plastic, metal, plaster rubber. Do not use the sander if either gate or dust collector are not functioning when the sander is turned on. Be aware

that the 24" Wide Belt Sander uses a coarse sanding belt that leaves deep scratches in the material that can be removed by other sanding methods. Ask attendant for help resetting machine after emergency stop. Set machine for thickest board thickness seek attendant help. The dust collector should come on momentarily and the blast gate should open if neither are functioning when the machine is turned on do not use sander. Load should not exceed 75% consistently. Turn off main power supply. The shop has a variety of basic drill bits and a small collection of specialty bits. Please follow the operating directions carefully for this machine. The shop has two Floor Drill Presses. One allows for the table to be tilted Ask shop attendant for help changing speed. For small pieces use a drill press vise or clamp. It also has a tilting carriage feature that gives it the ability to drill holes at an infinite number of angles. Ask shop attendant for help changing speed. For small pieces use a drill press vise or clamp. Take several small plunges. It cuts quickly with a fair degree of accuracy. Do not attempt to cut bowed or twisted boards with this machine. This could cause a kickback. A series of these square hole may be made next in a line to form a rectangular hole called a mortise. Traditional woodworking joinery often utilizes mortise and tenon joinery. The Hollow Chisel Mortiser operates much like a drill press and the safety procedures should be followed similarly.

Take several small plunges. Use a series of plunges. It utilizes a razor sharp blade to remove thin shavings of material that corrects the inaccuracies of a miter saw. It is an ideal tool to help achieve greater accuracy when joining miters together as in picture frames. Material is mounted in the chuck and tools are used to "cut" the shape as the material spins. Shaped spindles, bowls and other semicircular objects can be turned on the lathe. The shop has a variety of router bits that can be used to shape and groove material. As with any machine in the shop certain precautions and procedures should be followed when operating this machine. Keep fingers at least 2" inches away from bit. With some degree of care it can also be used for milling slot mortises in wood material. Roll up sleeves. Remove bit from spindle not being used. Seek attendant for help with this. Seek attendant for help with this. With some degree of care it can also be used for milling slot mortises in wood material. Roll up sleeves. It can be used to make straight line cuts as well as curved cuts. Avoid standing to side of machine. Report strange noises to shop attendant. Avoid standing to side of blade. If blade gets stuck in saw kerf and pulls out of guides turn off machine and seek help from shop attendant. Do not cut cut wire or metal rod with this machine. They can cut. Ask Shop attendant for help with magnet test if not sure. Ask Shop attendant for help with magnet test if not sure. In lieu of the traditional bulkhead used to clamp and hold the material in place the Magnabend Brake utilizes a thin profile keeper strip and an electromagnet to clamp material in place while performing bending procedures. In addition the capabilities of the electromagnet allow the user to improvise an array ordinary metal shapes that may be used as forms. Ask Shop attendant for help with magnet test if not sure. Ask for assistance if you are not sure which disc to use. Use only enough pressure to control tool.

The shop has a limited variety of grinding attachments available other specialty accessories may be purchased from various merchants. Various materials may be ground or shaped when the appropriate accessory is used. Ask for assistance if you are not sure what media to use. Do not start tool on surface of material. Allow abrasive media to lightly contact work. Then proceed as before. It may help to have a cup of water on hand to dip material in. Be sure to dry off material before resuming. Avoid getting the tool rest wet. Allow material to "graze" the edge of wheel. Always stand off to the side of wheel. It can be used to sharpen an edge, shape or finish a rough end on a sawn piece of material. The bench grinder has two grinding wheels that allow for grinding a coarse finish on the material or smooth finish. Grind material using only the face of the wheel surface facing tool rest. Be sure it is angled upwards above centerline and rests flat and firmly on surface. Do not force material into grinding wheel. Checking periodically for results and cooling in water as necessary. Wear protective clothing. No exceptions. Feed blade only as much material as it will take without slowing motor down. Remove material and clean up surrounding area. Use it for cutting all sheet

metals with the exception of hardened steel and stainless steel. Follow cut line. allow foot of power shear to support area immediately in front and behind tool. The gas tanks are under high pressure so extreme caution should be taken when handling this equipment. Always ask for assistance. And will not operate any machine without further instruction. And will not operate any machine without further instruction. Cut only stock that has a flat Page 34 and 35 7.

Feed blade into the material at Page 36 and 37 Potential Hazards and their Mitiga Page 38 and 39 Vertical Belt and Disc Sander 6" Page 40 and 41 Wide Belt Sander 15" 30" The Page 42 and 43 Compressed Air Hoses The compressed Page 44 and 45 Clamp Device used to hold glued ma Page 46 and 47 Level Tool used to check a horizon Page 48 and 49 Straightedge Any tool or object, s Thank you, for helping us keep this platform clean. The editors will have a look at it as soon as possible. All policies are strictly enforced. It is meant for the hobbyist and not for production enterprises. Craft Center Membership Required. Studio orientations are required every term. Misuse or abuse of a tool will suspend its availability. Only use equipment as it was intended for use by the manufacturer. This transaction occurs at the craft center front desk. Wipe up any glue spills. Inform Craft Center Staff as soon as possible. Minor incidents are important. Accidents include any personal harm or any damage done to machines or tools. This is the law; there are no exceptions! Whenever working with wood, dust is produced and can be a hazard. Certain woods could contain harmful chemicals and Western Red Cedar has been attributed to asthma and nasal cancer. It is advisable to wear a particulate mask when creating high levels of saw dust and always keep work area clean. It is for small localized fires. Complete accident report with front desk staff when able. A Studio Orientation will familiarize you with procedures, how it operates and your responsibilities as they relate to it. No Solvent based products, epoxies, etc. Be considerate and helpful toward each other. If you are not comfortable with a machine, do not use it; ask for assistance. Do not be distracted by or talk to others while operating machinery and do not distract others. Only the person using the machine should ever start it! Machine should be clean and clear before, during, and after it is used.

These are for calibrations that should only be done by trained staff. If it does not perform as you expect, let Staff know; There may be a better way. Let trained staff correct these problems. Do not attempt it yourself. Can also be used to rip and crosscut relatively small pieces of wood. Do not be distracted by or talk to others when operating machinery. If you hear this, stop, inform staff. Do not be distracted by or talk to others when operating machinery. Worn surfaces should be replaced. Do not be distracted by or talk to others when operating machinery. Worn surfaces should be replaced. Do not be distracted by or talk to others when operating machinery. Worn surfaces should be replaced. Do not be distracted by or talk to others when operating machinery. Do not be distracted by or talk to others when operating machinery. Do not be distracted by or talk to others when operating machinery. Reverse direction can cause serious injury. This machine cannot straighten bows or warps. Do not be distracted by or talk to others when operating machinery. Any imperfections in the wood should be checked first. Do not start a second until first is clear and do not stack. Reverse direction can cause serious injury. Do not be distracted by or talk to others when operating machinery. Keep hands at least 4" from blade. Push wo od with a push stick until it clears cutting blade. Wrong way will accelerate wood and cause damage. Do not start a second until first is clear. Do not be distracted by or talk to others when operating machinery. Delta saw does not have a safety brake system. Keep hands at least 4" from blade. Push wo od with a push stick until it clears cutting blade. Wrong way will accelerate wood and cause damage. Do not start a second until first is clear. Do not be distracted by or talk to others when operating tools. This tool is easy to lose control of. Do not be distracted by or talk to others when operating machinery.

If you are not comfortable with a machine, do not use it; ask for assistance. Do not be distracted by or talk to others and do not distract others. Unplug a tool that is not being used. Be sure bits and

blades are secure before usage. Turn switch to "OFF" before plugging into socket. Machine should be clean and clear before, during, and after it is used. If it does not perform as you expect, let trained personnel know. There may be a better way. If a 2 prong cord will not fit, flip it over. Keep your hands free to control the hand tool. Be sure they run behind you, out of the tools direction. Let trained personnel correct these problems. Do not attempt it yourself. Do not be distracted by or talk to others when operating tools. This tool is easy to lose control of. Leaning on the tool is bad for the motor and is less effective. Do not be distracted by or talk to others when operating tools. Excess pressure on the tool is bad for the motor and is less effective. Abrasive paper should be secure before use. Do not be distracted by or talk to others when operating tools. Excessive force is bad for the motor and is less efficient. Do not be distracted by or talk to others when operating tools. Twisting or wobbling bit in a hole will damage the bit and cause bodily harm. Reverse direction will burn or can ignite wood. Excess chips can cause overheating. Do not be distracted by or talk to others when operating tools. Clean up any glue spills before they set. Access to this website will be unavailable during this time. Only use woodworking machines that you have been trained to use properly and safely. Read the owners manual carefully. Make sure you understand instructions before attempting to use any tool or machine. Ask questions if you have any doubts about doing the work safely. Wear dust masks when required. Wear hearing protection that is suitable for the level and frequency of the noise you are exposed to in the woodworking area.