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| G:\6100_Performance_HR\6555 - Organisational Safety and Wellbeing\2. HSW - Systems and Strategy Team\Rebadging OSW Documents (Kristyn)\ITD logos\Updated 2018\Fixed Static Plant_SOP.jpg  **SPINDLE MOULDER** | |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate footwear with substantial uppers must be worn. | ApronCoveralls, protective clothing or a workshop apron is encouraged. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Hearing protection and a dusk mask will be required for most spindle moulder operations.Hearing Protection circle |

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Select the correct type of cutter bit. Check the cutter for general condition, bevel and burrs.**
2. **Before tightening the cutter, check that the collar surfaces are free of foreign material.**
3. **Ensure that all guards and safety devices are in position and secured.**
4. **Adjust all guards to minimum practicable clearances for the material to be machined.**
5. **Adjust the feed rollers on any automatic feed device – if fitted.**
6. **Check material to be machined for defects, loose knots and foreign matter such as nails.**

#### OPERATIONAL SAFETY CHECKS

1. **Start the dust extraction unit before commencing the machining process – if not interlocked.**
2. **Lock all adjustable parts so that they are secure.**
3. **Select correct rotational direction for the cutter. Work must feed into and against the cutter.**
4. **Make sure the spindle speed is correct for the cutter block, collar and head assembly.**
5. **Feed material only as fast as the cutting bit will remove freely. Operational passes must be done slowly, smoothly and where possible without stopping.**
6. **Use a suitable push stick to safety assist when moulding short or narrow materials, etc.**
7. **Never sweep away waste materials or wood dust while the machine is running.**
8. **Never leave the machine running while unattended.**

#### HOUSEKEEPING

1. **On completion of the job, turn off the isolation switch and leave the panel saw and floor area in a safe, clean and tidy state.**
2. **Make sure good housekeeping practices are in place to minimise any dust/waste build-up – including inside the cabinet and dust extraction ports.**

## POTENTIAL HAZARDS

**◼ Exposure to moving and rotating components ◼ Splinters ◼ Eye injury**

**◼ Pinch and squash ◼ Ejected waste ◼ Wood dust ◼ Manual handling**

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| **Date of last review** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |