

# Wood and Plastic Work

Process: Wood and Plastic Work at COE Machine Shop

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Location: "Arts" Building 534, Room 0249

Department: Mechanical Engineering

## Typical Operations and Tools

Typical operations:

- Sawing
- Sanding
- Drilling
- Joining

Available tools:

- Circular saw
- Jig saw
- Miter saw
- Orbital sander
- Drill/Driver

**Tool orientation required for all tools used**

**Read tool SOP before use**

## Potential Hazards

Hazard	Control
Eye injury from flying chips or broken blades	Wear safety glasses
Cuts from contact with cutting tool	Keep hands away from cutting tool
Entanglement in rotation machine parts	No dangling clothing or strings; Tie back long hair.
Pinch between tool and work piece	Grip tool firmly; Do not start tool while engaged with work piece
Burns from hot cutting tool	Allow tool to cool before handling
Splinters	Wear gloves when handling wood; Sand splinters away
Falls due to poor housekeeping	Keep work space clear and uncluttered

## Procedure

### Work Space Preparation:

- See image below to identify the designated space to setup for wood and plastic work.
- Prepare the space by cordoning off the work area using stanchions. All work must be performed in cordoned off area.
- Gather tools from the supervising shop attendant. Inspect all tools for damage.
- Use saw horses and/or the temporary work table to support work as appropriate.
- Prepare work and securely clamp as appropriate.
- Setup dust collection equipment and don PPE.
- Notify the supervising shop attendant that you are ready, they will inspect your setup and provide oversight while tools are used.



### POST-Operation:

- Return equipment to the proper location, report any damaged or broken equipment to the supervising shop attendant.
- Return stanchions to proper location.
- Ensure the work space is clear of debris, dust, and waste.
- Leave the work area in a safe, clean state.