

# 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 edge
Entanglement in rotation machine parts	No dangling clothing or strings; Tie back long hair.
Pinch between tool and work piece	Grip tool firmly; Inspect tool location and engagement
Burns from hot grinding tool	Allow tool to cool before handling or setting down
Splinters	Sand splinters away; Handle wood with care
Falls due to poor housekeeping	Keep work space clear and uncluttered

## Procedure

Prior to beginning setup or any work, you should have the following:

- Signed JHA (*Job Hazard Assessment*).
- Reviewed SOP for all tools that will be used.
- Completed a hands-on introduction and training for each the tools you will use.
- Checked-in with the supervision shop attendant and receive permission to begin setup.

Work Space Preparation:

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

Perform work as outlined in your approved JHA.

- Only the work covered in the approved JHA can be completed – do not deviate from the approved JHA. If you are unable to complete the work with the approved JHA then you will need to complete an new JHA and have it approved before performing additional work.
- Follow relevant SOPs at all times.

POST-Operation:

- De-energize (e.g., remove batteries) from tool(s) and thoroughly clean. Report any damaged or broken equipment to the supervising shop attendant.
- Return equipment to the proper location. Follow the Battery SOP for re-charging any batteries.
- 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.



Image identifying the designated space to setup for wood and plastic work.