

CLASS 2 EQUIPMENT ACCREDITATION FORM

MEMBER..... EQUIPMENT..... ACCREDITOR.....

CLASS 2 EQUIPMENT: Band Saw - Drop Saw - Guillotine - Lathe - Planer/Surfacers/Jointer - Table Router
Table Saw - Thicknesser - Torque Centre.

CLASS 2 RESTRICTED USE EQUIPMENT: Band Saw (Timber Shed) - Belt Sander (Molyneux Shed) - Breakdown
Saw (Timber Shed) - Chain Saw - Horizontal Band Saw - Large Thicknesser (Hillier Shed Annex)

NOTE: Place a tick (✓) in the box of each **CORRECT** statement and (X) in the box of each **INCORRECT** statement.

*Answers to the 'tick-a-box' statements below can be found on **pages 3 – 9** of the "Accreditation Policy and Safe Operating Procedures" (SOP[s]) handbook.*

<p>The emergency stop buttons (ESB) are located next to the electrical distribution switchboards in each workshop. <input type="checkbox"/></p>	<p>The workshop environment can become very dusty, that is why it's mandatory to wear a dust mask at all times. <input type="checkbox"/></p>	<p>Pre-start procedures include making sure you are kitted out in appropriate PPE, your wood is free of foreign matter, the general work area is free of trip hazards and the equipment is safe to use. <input type="checkbox"/></p>
<p>It is mandatory that safety glasses and/or a face shield be worn at all times whilst working with equipment. <input type="checkbox"/></p>	<p>Before starting any equipment make sure you know the position and accessibility of the equipment's on/off switches/buttons. <input type="checkbox"/></p>	<p>Feed workpiece evenly and firmly into, or through, the equipment, don't force it, let the equipment do the work. <input type="checkbox"/></p>
<p>It's okay to wear fingerless gloves when using any of the equipment listed above. <input type="checkbox"/></p>	<p>If your timber comes from the timber shed there's no need to check its moisture level or that it's free from imperfections or foreign matter before machining. <input type="checkbox"/></p>	<p>You haven't used a piece of equipment since you were accredited to use it months ago, but think you know what to do, so there's no need to ask for assistance. <input type="checkbox"/></p>
<p>It's okay to remove equipment safety guards if they get in the way and stop you from working on your project. <input type="checkbox"/></p>	<p>Ensure any or all guards on the equipment are in place and functioning properly. <input type="checkbox"/></p>	<p>Only operational adjustments, such as adjusting the height of the table saw blade to accommodate job size, are permitted on any of the club's equipment. <input type="checkbox"/></p>
<p>Always stand directly behind or to the side of timber being cut on a band saw. <input type="checkbox"/></p>	<p>You don't need help to cut long timber if you use a small mobile table, or roller stand on the output side to support the timber as it comes through. <input type="checkbox"/></p>	<p>Don't walk away from equipment you've finished using until it has stopped. <input type="checkbox"/></p>
<p>The equipment you are using becomes faulty so you turn it off and notify the Duty Officer. <input type="checkbox"/></p>	<p>Keep all parts of your body, including clothing, well clear of moving equipment parts. <input type="checkbox"/></p>	<p>Always wait until a spinning blade stops moving before reaching to remove waste or offcuts. <input type="checkbox"/></p>
<p>You are using a table router when there is a power failure so you leave the machine to find out why. <input type="checkbox"/></p>	<p>It's okay to leave equipment running unattended while you do something else nearby or talk to somebody. <input type="checkbox"/></p>	<p>Ensure any feed into or from the equipment does not encroach into walkways. <input type="checkbox"/></p>
<p>Preferably, only new dry timber should be machined. Other timber, including treated pine, is okay if approved by the Duty Officer before being machined. <input type="checkbox"/></p>	<p>Allow equipment to come up to full speed before using to avoid overloading. <input type="checkbox"/></p>	<p>Ensure there are no objects or personnel that may impede the safe operation of the equipment, or present a safety hazard to others. <input type="checkbox"/></p>
<p>Kick-backs only happen on the table saws when the riving knife has been removed. <input type="checkbox"/></p>	<p>No need to turn dust extraction vents off after you've finished using the equipment. <input type="checkbox"/></p>	

For additional information to assist you to respond to the following questions about the equipment you have detailed at the top of page 1 refer to the SOP[s] handbook's **TABLE OF CONTENTS** for the relevant page number/s.

WHAT ARE THE: (a) PRE-START (b) JOB SET-UP (c) START-UP (d) OPERATING AND (e) SHUTDOWN PROCEDURES SPECIFIC TO THIS EQUIPMENT?

(a)
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(b)
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(c)
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(d)
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(e)
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WHAT ARE THE OPERATOR'S RESPONSIBILITIES WHILST USING THIS EQUIPMENT?

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MEMBER'S DECLARATION

I have read and am conversant with the contents of the "Accreditation Policy and Safe Operational Procedures" handbook, and specifically as applicable to the equipment detailed at the top of page 1 of this form.

Member's Name:

Member's Signature:

Date:/...../.....

ACCREDITOR'S EVALUATION

Did the operator:

- Wear the correct PPE? Yes No
- Perform pre-start checks? Yes No
- Complete the task satisfactorily? Yes No
- Execute shutdown correctly? Yes No

Accreditor's Name:

Signature:

Date:/...../.....