



Carpenters Safe Working Practices

To comply with existing legislation, codes of practice and your Torbay Council's requirements on health and safety at work you must:-

1. Take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
2. Not interfere with or misuse anything provided in the interest of health, safety or welfare.
3. Take care to see that the public are not exposed to any hazards from work processes.
4. Wear the appropriate items of protective clothing and safety equipment whenever risk assessments require it, in particular:-

Goggles where there is a risk of eye injuries.

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Helmets when working in hazardous conditions, when workmen are
- overhead, where there is overhanging debris or where working under
anything that could strike from overhead.

Respirators when working in dusty conditions.

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Ear protection when working with or near to noisy equipment.

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Gloves when there is a likely hood of splinters or the hands being grazed or
- cut.

5. Only trained/authorised persons to use a woodworking machine.
6. Where possible only use 110 volt portable electrical tools.
7. Use the ladder or, where appropriate, scaffolding or other safe means of access provided where work cannot be safely done from the ground. Unauthorised persons must not interfere with or alter scaffolding provided.

8. When using a ladder over 3m high, secure the ladder at the top and bottom or have the ladder footed. The ladder must extend at least 1m above the landing point.
9. Before using a machine ensure that moving parts are securely guarded unless already rendered safe by position or construction. Guards must not be removed during operational use. Under no circumstances must an unauthorised person remove guards at any time.
10. Take particular care when using circular saws and other revolving machines. Do not wear loose clothing such as wide sleeves and ties.
11. Ensure the working area is adequately lit, clean and tidy especially near woodworking machines.
12. Ensure that the floor area in the Carpenters' shop is kept clear and free from slip hazards, especially near machinery.
13. Before work commences at a fresh site check with your Line Manager the positions of any public utility hazards such as gas, electric, water and telephone/television cables.
14. Do not use or remove asbestos. Seek advice from your immediate Line Manager.
15. Do not use defective plant or equipment. Report defects to your immediate Line Manager.
16. Under no circumstances operate an abrasive wheel unless you have been trained and authorised to do so.
17. If working with sharp or pointed tools, work them away from you - not towards you.
18. If an accident occurs, ensure that an accident form is completed as soon as possible (see Accident Reporting).
19. Defective plant and equipment should not be used. If defects are observed then these should be reported without delay.
20. Ensure all treated timber is dry when brought on site and use the correct P.P.E.
21. All hazardous material is to be assessed before use in accordance with the COSHH regulations. Refer to the guidance on the Control of Substances Hazardous to Health.
22. Be aware of the likelihood of asbestos when drilling or rubbing down, if in doubt contact your supervisor.
23. Always be aware of 'sharps' and be careful when placing your hands where you cannot see.