



TURNING WORKSHOP ETIQUETTE:

This document is now Club Policy. We ask that all Members who use the lathes or other equipment in the Turning Workshop, read this carefully and adhere to the appropriate actions detailed below.

- Ⓢ **Heed all Health & Safety notices** around the Workshop. They refer not only to your safety, but also the safety of other Members around you.
- Ⓢ Face safety shields are provided at each lathe station. It is a Club requirement that lathe operators **use face and personal dust protection at all times** when operating a lathe.
- Ⓢ If anyone in the workshop needs assistance, there are **experienced Supervisors** in charge at every session **to provide support**.
- Ⓢ If you are unfamiliar with the use of any workshop equipment, speak to your Supervisor. **Do not use machines or accessories you are unfamiliar with.** This applies to particular lathes, the bandsaw and items such as vacuum chucks or Cole jaws. Training and supervision will be provided. Also, if you are not confident with sharpening tools, your Supervisor will happily provide guidance.
- Ⓢ **The equipment belongs to the Club, not individuals**, and as such must be shared, with no member monopolizing any lathe or other equipment.
- Ⓢ **Generally the larger lathes are for larger projects.** Be prepared to move to a smaller machine should a fellow member require the machine you are using for a large piece, a long spindle piece, to continue with a previously started item or to use Cole Jaws or Bowl Saver.
- Ⓢ Whenever lathes or other equipment is in operation, **the room dust extraction equipment should be on.** The Microclean unit should also be switched on. It is common knowledge that fine dust particles may lead to health issues ... don't take risks with your health.
- Ⓢ **Before placing any load on a lathe, check the speed setting of the machine is appropriate** for the size of your work piece. On electronic lathes, the speed should be set to minimum and gradually moved to a safe operating speed.
- Ⓢ We all expect that the machine we are about to use will be clean and tidy. **It is your responsibility to carefully vacuum and clean the machine** you have been using after use, including the surrounding area. Some lathes eg. the Stubby, are more difficult to clean with lots of nooks and crannies for shavings and dust to get into. Make the effort to leave it as you would expect to find it.

- Ⓢ At the end of a session, unplug your machine and the light from the wall socket. Carefully clean/vacuum your machine and the surrounding area. Also clean the common area (including workbench) and bandsaw, grinder, scroll saw if used in the session. It is the responsibility of the Supervisor to ensure all lights and machines are off before locking the building.
- Ⓢ If any equipment has **colour coded accessories, only use that accessory on the lathe it is designated for**, as it relates to the thread size eg. the Nova DVR. Doing otherwise can damage threads.
- Ⓢ The Cole Jaws assembled are not to be used on the Nova DVR, as the thread is not compatible.
- Ⓢ **Indexing pins on lathes must only be used for indexing.** Don't use these for holding anything under pressure. They can be easily damaged and expensive to repair.
- Ⓢ If any **operator requires assistance, is interrupted**, or has to leave his/her machine for any reason, **the machine must be switched off.**
- Ⓢ When leaving the workshop for morning tea or any extended period, turn off the machine at the wall socket and turn off the lathe light.
- Ⓢ **Members are expected to provide their own consumables.** Sandpaper, sealing wax, CA glue and EEE polish are available at bulk prices – ask your Supervisor.
- Ⓢ **No equipment, machine accessories or expendables can be borrowed** from the Club. All Club equipment is for use only in the Club Workshops.
- Ⓢ **Any equipment** taken for use from cupboards, drawers or racks **must be returned to its correct storage area** after use. Please do not leave any items on the workbench or lathe station benches.
- Ⓢ **Members are welcome to use Club Woodturning Tool Kits** in the workshop. However, if these are used they must be returned in a sharp, usable condition.
- Ⓢ **Members must immediately report any problems/malfunctions** with machines or equipment to a Supervisor.
- Ⓢ We are all Members of the Wonthaggi Woodies to enjoy the friendships and social interaction as well as to participate in our common interest – woodcrafting. We can all learn from each other, support each other and have a laugh (often at our own expense). Let's do this in a safe and harmonious manner and **ensure the Wonthaggi Woodies continues to be a great Club to be part of.**