Industrial Technology & Design Department

Safety Awareness Record

SENIOR FURNISHING STUDIES

Name: .................................................................

Year Level: ...........................................................

Teacher/instructor: .............................................
22 January 2018

Dear Parents/Carers

Your child has elected to undertake study in Senior Furnishing offered at Centenary Heights State High School for 2017. These courses require the students to be instructed on the use of a variety of materials and equipment in the production of their work. A number of typical resources and processes have been designated by Education Queensland to have a potential high or extreme risk of injury associated with their use.

As a requirement of our risk assessment process, it is recommended for risks designated HIGH, and required for risks designated EXTREME, that the school obtain additional parental consent, including relevant medical information for students, before permitting them to use the ITD resources indicated below.

<table>
<thead>
<tr>
<th>Potentially High Risk Activities</th>
<th>Potentially Extreme Risk Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Router Table</td>
<td>• Drop-Slide Saw</td>
</tr>
<tr>
<td>• Router</td>
<td>• Thicknesser</td>
</tr>
<tr>
<td>• Trimmer</td>
<td>• Nailing Gun</td>
</tr>
<tr>
<td>• Lathe</td>
<td>• Wall Saw</td>
</tr>
<tr>
<td>• Bandsaw</td>
<td></td>
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</tbody>
</table>

Possible exposure to: Toxic Timbers & Wood Dusts, Plastics, Spray Painting Lacquers, Thinners & Solvents, Oils, Compressed Air & Pneumatic Tools.

Further information designated by Education Queensland may be found at the following website http://education.qld.gov.au/health/safety/index.html

To help accommodate these requirements and to align with the schools uniform policy it will now be mandatory for all students to wear their black formal leather shoes or leather steel capped work boots when in the workshop. All students are to supply and wear their OWN personal safety glasses and ear plugs in the workshop. These are available for purchase at a cost of $6 and $5 respectively from the Textbook Office.

If you do not wish your child to participate in these activities he/she will be asked to reconsider his/her subject selections for 2017.

Should you require any further information please feel free to contact Jamie Hunt (Subject Coordinator) or Ian Insley (Deputy Principal) on 46367500.

Jamie Hunt             Maryanne Walsh
Subject Coordinator           Principal

I understand the potential risks and give permission for my child ____________________________ to participate in Senior Furnishing.

Date: ___/___/_____                        Parent/Carer signature: ____________________________

I, ____________________________, Parent/Carer of ____________________________, declare that my child is physically and mentally able to participate in the activities described above.
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1. Introduction

Under Section 36 of the Workplace Health & Safety Act both teacher/supervisors and students have a legal obligation within the workplace.

Teacher/supervisors are required to provide instruction in, demonstration of, and appropriate supervision of safe working practices within the workshop/class.

Students also have a legal obligation to follow ALL Health & Safety Requirements.

A student will breach his/her legal obligation if he/she:

- a) Fails to comply with instructions given for workplace health & safety by instructing teacher/supervisors.
- b) Fails to use Personal Protective Equipment (PPE). Especially if the equipment is provided by the workplace (Centenary Heights SHS) and the student has been instructed in its use.
- c) Willfully or recklessly interferes, damages or misuses anything provided for safety at the workplace, i.e. safeguards on machinery, PPE, etc.
- d) Willfully places themselves or any other person at risk of injury in the workplace.

I, ……………………………………………………………., have read and understood the above Workplace Health & Safety Act Requirements and understand that it is my legal obligation to follow ALL Safety requirements at ALL times.

Student Acknowledgement/Signature: _______________________________ Date: ________

Safety is always of the utmost importance for all Staff and students and Centenary Heights State High School and the ITD department places safety at the forefront of all activities.

To help induct all Staff and Students about these safety requirements and procedures, particularly within the IT&D department the following has been developed.

General Safety rules are important in any workshop/class, work place or industry. As part of the induction process you will be made aware of the following:

2.1 Arrival at and requirements for general workshop/class classes:

After discussion & instruction I have been made aware of, and I understand that:

- Before entering (only under teacher/supervisor direction/supervision) for lessons, I am asked to line up outside quietly, keeping a clear area for other students & Teachers to move freely along the veranda.
- Teachers & the school will not be responsible for damage to uniforms.
- Safety glasses are provided and should be worn at all times while in the workshop/class.
- Shoes with an impervious upper must be worn. (NO open shoes or thongs are permitted; closed shoes, preferably leather, must be worn).
- All jewelry must be removed or adequately secured prior to entering a workshop/class (e.g. - necklaces, bangles, earrings, studs, etc...)
- I am to bring to each lesson an eraser, a pencil and book to write in. (a project booklet may also be required).

2.2 Care of Tools & Materials.

After discussion & instruction I have been made aware of, and I understand that:

- Tools should be cleaned and replaced in racks after use
- Tools should not be used for any other purpose than that for which they are intended.
- Only necessary tools should be used during project work. If momentarily not in use the tool/s must be placed safely on the bench (inside the center well of the bench), and If no longer in use these tools & equipment must be placed safely back on the shadow board or in the cupboard for that tool.
- Usable Materials should be replaced in storage areas immediately after use
- Off-cuts and rubbish must never be allowed to remain on the floor. They should be returned to the storage area or if they are scrap, placed in the bin.

2.3 Machine Safety

After discussion & instruction I have been made aware of, and I understand that:

- Power tools, machines, general equipment &/or hand tools must not be used at all before adequate instruction into their correct and safe use has been given.
- It is a necessary safety consideration, as well as courtesy to inform the teacher/supervisor prior to using or starting any machine (Even if prior competency or previous approval had been obtained for that tool/equipment).
- Only the operator of the machine is allowed in the safety area designated by the yellow lines on the floor around the machine. (The only exception to this is when specific instruction or help is being provided).
- Other students should refrain from bumping or distracting any student who is using a machine.
- Necessary PPE such as safety glasses must be worn at all times.
- A machine that is operating must never be left unattended.
- Any special adjustments for the use of a machine or power tool must be instructed, approved or directly done by a teacher/supervisor or instructor.
2.4 Safety and Your responsibilities as a Student

After discussion & instruction I have been made aware of, and I understand that:

☐ A Parent/ Care giver or student must make the teacher/supervisor aware of any physical or medical condition that may impair the capacity to engage safely in any workshop/class activity.

☐ As a student &/or participant within an ITD workshop/class, I must adhere to ALL safety instructions and directions given in relation to an activity and safe use of any equipment. (particularly with regard to the correct use and wearing of appropriate PPE such as - Safety glasses, face shields, gloves, footwear, etc.).

☐ As a student &/or participant within an ITD workshop/class, I must secure &/or remove all loose apparel, jewelry and other ornaments, (particularly if there is any possibility of these becoming entangled in equipment).

☐ As a student &/or participant within an ITD workshop/class, I must secure long hair

☐ I need to display an ability to comprehend and conform to safe working procedures at all times.

☐ Any person participating in an activity must wear appropriate PPE as required and that all Equipment & PPE used should conform to Australian Standards.

☐ As a student &/or participant within an ITD workshop/class, I must check with the teacher/supervisor before commencement of any activity.

☐ After instruction / induction into the safe use of a tool or item of equipment I should display a level of responsibility that indicates my ability to operate that item of equipment without direct supervision.

I, .................................................................................., have read and understood the above Industrial Technology & Design “General Safety Rules & responsibilities” and understand that I am required to follow ALL Safety requirements at ALL times.

Student Acknowledgement/Signature: _______________________________ Date: ________
3. Disciplinary Guidelines

3.1 Purpose
Safety guidelines have been established to ensure that students do not place themselves or others at risk. Disciplinary guidelines have been established to ensure that students are counseled on their behaviour and to ensure compliance to ITD Department rules & overall safety requirements.

3.2 Definitions

Minor Breach
No potential for serious or permanent injury and the action could have only endangered the student’s own personal safety, for example: failing to wear PPE.

Major Breach
Potential for serious or permanent injury to themselves and/or to others, for example: running in the workshop/class, throwing things, using tools / machines / equipment in a particularly dangerous way.

3.3 DISCIPLINARY PROCEDURE

Minor Breach
As a student &/or participant within an ITD workshop/class I have been instructed & understand that:

☐ A first minor breach of my obligations will result in a verbal warning. (My teacher/supervisor will record in their roll this minor breach)
☐ A second minor breach of my obligations will result in a further verbal warning with my teacher/supervisor formally recording this breach on the “one school” behavior management system.
☐ A third minor breach of my Safety obligations will result in a referral to the HOD through the “one school” behavior management system. At this stage a phone call to my parents/caregivers will be made with obligations and safety requirements discussed.
☐ A Fourth and final minor breach of my Safety obligations will result in a further referral to the HOD through the “one school” behavior management system. At this stage a written warning letter will be given to me (the student) who will then take it home to my parents/caregivers for perusal and signature. I, (the student) will then be required to complete any appropriate re-training program before returning to class.
☐ Any further minor breach of my Safety obligations will result in me being prohibited from using workshop/class facilities for a period determined by Administration (in consultation with my teacher/supervisor, the HOD and if necessary WH&SO). Appropriate theory work will be undertaken in lieu of normal class time. Total exclusion from the subject/workshop/class will also be discussed if deemed necessary.

Major Breach
As a student &/or participant within an ITD workshop/class I have been instructed & understand that:

☐ The first major breach of my safety obligations will result in a written warning being given to me (the student) who will then take it home to my parents/caregivers for perusal and signature. I, (the student) will then be required to complete any appropriate re-training program before returning to class.
☐ The second major breach of my safety obligations will result in me being prohibited from using a particular machine or prohibited from using workshop/class facilities for a period determined by the Head of Department (theory work / theoretical retraining will be undertaken in lieu of normal class time).
☐ Any further major breach of my Safety obligations will result in me being prohibited &/or totally excluded from using any workshop/class facilities.
4. ACCEPTANCE OF INDUSTRIAL TECHNOLOGY & DESIGN DEPT. RULES

As explained within this document, students have an obligation under section 36 of the Workplace Health & Safety Act to act in a manner that neither endangers themselves or others. The school also has an obligation to ensure the safety of all students. This is achieved by instruction, guidance, general supervision, & provision of PPE & machinery that complies within current statutory standards.

I, .............................................................., have read and understood the above safety requirements, procedures and guidelines and will endeavor to follow ALL necessary requirements at ALL times.

Student Name: ..............................................................

Student Signature: ..............................................................

Parent/Care giver Name: ..............................................................

Parent/Care giver Signature: ..............................................................

5. Recorded Breach of Students’ Obligation

Name: ..............................................................

<table>
<thead>
<tr>
<th>Date</th>
<th>Infringement details</th>
<th>Action taken (as per Safety breach procedure &amp; guidelines)</th>
<th>Teacher signature</th>
<th>Student signature</th>
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<tbody>
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Part 2 – Safety Guidelines

This section covers various safety issues and procedures for the IT&D Department, as well as the requirements for an understanding of certain machines, tools, & equipment. Each section is covered in class as a group, &/or directly with individual students due to absences on a particular day or transfers to the school. Students are required to pay attention while each section is covered. Students will be required to demonstrate their understanding and may be asked questions, requested to demonstrate this understanding & where necessary, will be required to show acknowledgement by signing and dating any associated or required documentation.

Students are inducted about safety & safe procedures in a variety of ways. A practical demonstration by the teacher/supervisor is the most common method, (This demonstration is often followed by supervised use of the tool, machine or equipment item during first time use, to help prove competency). Theory discussions, direct written theory and theory lessons as well as competency tests are also used to help overall understanding of the tool, machine or equipment item and any necessary safety requirements. Students will be required to acknowledge the different aspects of this induction process by recording, signing and dating any associated or required documentation.

In case of an emergency (fire alarm, etc) in which the building must be evacuated, students are to remain calm and follow all instructions given by teacher/supervisors.

As a student &/or participant within an ITD workshop/class I have been instructed & understand that:

- I must exit in an orderly manner through the exit door/s. Nothing is to be taken with me unless specifically directed by my teacher/supervisor.
- Under guidance by my teacher/supervisors, I am to proceed with my fellow classmates to the evacuation area avoiding all buildings where possible.
- I am to line up at the assembly area in my class group for roll check / roll marking and then sit quietly on the grass until dismissed.

I, …………………………………………………, have read, been instructed about, and understand the safe & correct procedures & requirements relating to an Emergency Evacuation from the building and the required “Evacuation Procedure”.

Student Acknowledgement/Signature: _________________________________ Date: ________
Major situation affecting the building – fire, explosion, gas leak, etc.
As a student &/or participant within an ITD workshop/class I have been instructed & understand that:
- I am to await instructions from my teacher/supervisor. If my teacher/supervisor has left the room to investigate, I should stay in their classroom until the return of my teacher/supervisor, or until I am directed otherwise by other personnel.
- If evacuation is necessary I should avoid the danger area.

Serious injury – others
As a student &/or participant within an ITD workshop/class I have been instructed & understand that:
- I am to wait for instructions from my teacher/supervisor. I am not to panic and I should be prepared to help teachers/supervisors if immediate first aid is required.
- Those not involved in immediate help are to move away from the general area but are not to leave the classroom unless instructed to do so.
- If a teacher/supervisor is seriously hurt, two students at most should raise alarm by seeking help from other workshop/classes, staffroom or administration building (office).

Remember: don’t panic

Serious injury – self
As a student &/or participant within an ITD workshop/class I have been instructed & understand that:
- I must do my best not to panic if I am injured.
- I am to inform my teacher/supervisor immediately, especially if my teacher/supervisor is unaware of the accident and I am to follow all instructions given by my teacher/supervisor if immediate First Aid is required.
- I must never run from the room in panic as I MUST inform my teacher/supervisor and seek help or first aid from them first. (I understand that if further first aid is necessary an ambulance will be called).

Remember: Most staff are trained in basic First Aid. Staff will help you to the best of their ability. In the event of a serious injury an ambulance will be called as soon as possible.

Minor injury –self
As a student &/or participant within an ITD workshop/class I have been instructed & understand that:
- I must do my best not to panic if I am injured.
- I am to inform my teacher/supervisor immediately, especially if my teacher/supervisor is unaware of the accident and I am to follow all instructions given by my teacher/supervisor if immediate First Aid is required.
- I must never run from the room in panic as I MUST inform my teacher/supervisor and seek help or first aid from them first. (I understand that if further first aid is necessary an ambulance will be called).
- At the discretion of the teacher/supervisor, I may be sent to the Office for further First Aid or for medical help to be arranged. If deemed necessary, I will be accompanied by another student to the main office.
- I must report ALL injuries no matter how minor to my teacher/supervisor.
- Band- Aids are available from the teacher/supervisor for very minor injuries. This is only at the discretion of my teacher/supervisor. Some seemingly minor injuries may need further inspection, cleaning, dressing or first aid even if the injury appears minor.
- My teacher/supervisor will discuss with me about whether I am able to continue working.

Remember: Never hide an injury because it was done while doing something wrong (mucking around, using equipment without permission, etc.) Health and wellbeing are more important.

I, ........................................................., have read, been instructed about, and understand the safe & correct procedures & requirements relating to any Accident.

Student Acknowledgement/Signature: _________________________________ Date: ________
## Basic competency & understanding check
### (Woodwork)

<table>
<thead>
<tr>
<th>PERSONAL SAFETY</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it compulsory for students to wear shoes with solid (covered) uppers and non-slip, electrically non-conductive soles?</td>
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<tr>
<td>Are students allowed to wear Ties or similar that may snag in machinery?</td>
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<tr>
<td>Are students allowed to wear unrestrained loose clothing?</td>
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<tr>
<td>Are students who have long hair required to restrain it to eliminate the Hazard?</td>
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<tr>
<td>Should eye protection be worn when using any machine or when carrying out any process which could be hazardous to the eyes?</td>
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<tr>
<td>Should an approved ear protective device be used when using machinery where the noise, Level is considered hazardous?</td>
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<tr>
<td>Should a dust mask be used when using a machine which creates excessive dust?</td>
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<tr>
<td>Are students required to report all injuries, no matter how minor?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>HOUSE KEEPING</th>
<th>YES</th>
<th>NO</th>
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</thead>
<tbody>
<tr>
<td>Must students leave the workshop/class free of shavings, sawdust, metal or plastic filings, off cuts and other waste?</td>
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<tr>
<td>Is it correct procedure to place malfunctioning or damaged tools back in the rack without notifying your teacher/supervisor?</td>
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<tr>
<td>Is it correct procedure to keeping working after the class has been instructed to pack up at the end of a lesson?</td>
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<tr>
<td>Must students clearly identify their projects and components with their name and class before placing them into storage?</td>
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<tr>
<td>If any equipment shows signs of irregular or other fault, should students notify the teacher/supervisor?</td>
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<tr>
<td>Are students allowed in a workshop/class without a teacher/supervisor?</td>
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<tr>
<td>Do students have a safety obligation to themselves as well as others?</td>
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</table>

I, .........................................................., have read, been instructed about, and understand the need for PPE.

Student Acknowledgement/Signature: _________________________________  Date: ______

I, .........................................................., have read, been instructed about, and understand the need for safe housekeeping.

Student Acknowledgement/Signature: _________________________________  Date: ______
<table>
<thead>
<tr>
<th>GENERAL TOOLS, EQUIPMENT &amp; MACHINES</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are students allowed to operate machines without the proper teacher/supervisor instruction?</td>
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<tr>
<td>Must machines be switched off when not in use?</td>
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<tr>
<td>Should students close their vice, but not over tighten it when not using it?</td>
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<tr>
<td>Are tools required to be used within the limits of their design?</td>
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<tr>
<td>When tools are not immediately in use, should they be placed in the bench well?</td>
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<tr>
<td>Is it safe to leave tools on the edge of the bench?</td>
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<tr>
<td>Is it safe to have any part of the body in front of, or in the path of, any sharp blade?</td>
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<tr>
<td>Is it safe to use blunt cutting tools?</td>
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<tr>
<td>In reference to hand tools and other equipment with a sharp blade or point (such as a chisel or saw) is it correct safety procedure to have both hands on the tool, or placed, so that your hand/s are never in front of the sharp blade or point?</td>
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<tr>
<td>Should safety devices (such as a clamp, vice, push stick, jig or guards) be used to prevent hands and other body parts from being too close to sharp &amp;/or moving blades and objects?</td>
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</table>

I, ................................................, have read, been instructed about, and understand the necessary safety requirements of general tools, equipment & machines.

Student Acknowledgement/Signature: _________________________________ Date: ________

<table>
<thead>
<tr>
<th>PORTABLE POWER DRILL / BATTERY DRILL</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Should you make sure the work piece is securely held in a convenient position?</td>
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<tr>
<td>Should you check drill and lead for faults prior to use?</td>
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<tr>
<td>Should you check that the drill bit is securely tightened before drilling?</td>
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<tr>
<td>Must you check that the lead is safely held in a convenient position?</td>
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<td>Should you hold the drill with only one hand?</td>
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<tr>
<td>Should you ease the pressure on the drill when close to breaking through on the work piece?</td>
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<tr>
<td>Should you have scrap wood behind the work piece?</td>
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I, ................................................, have read, been instructed about, and understand the necessary safety requirements of a portable power drill / battery drill.

Student Acknowledgement/Signature: _________________________________ Date: ________
### PEDESTAL DRILL

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Must you make sure the drill bit is tight before using the drill?</td>
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<tr>
<td>Is it safe to leave the drill running unattended?</td>
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<tr>
<td>Must the drill area be cleaned at the end of using it?</td>
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<tr>
<td>Should holes be centre marked before drilling?</td>
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<tr>
<td>Should articles to be drilled be held in a machine vice, or clamped down?</td>
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<tr>
<td>Should the table be adjusted to the correct height and locked in place?</td>
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<tr>
<td>Are students allowed to adjust the belt combination for speed changes?</td>
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<tr>
<td>Should you ease back on the feed rate when drill begins to break through the material?</td>
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<tr>
<td>Should you back the drill out regularly to clear waste when drilling deep holes?</td>
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<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
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I, ………………………………………………., have read, been instructed about, and understand the necessary safety requirements of a pedestal drill.

Student Acknowledgement/Signature: _________________________________ Date: ________

### PORTABLE BELT SANDER / ROTARY SANDER / ORBITAL SANDER

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Must you securely locate the work piece by clamps or bracing?</td>
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<tr>
<td>Should you hold machine with only one hand?</td>
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<tr>
<td>Should you keep fingers, hands and power lead clear of the abrasive surface?</td>
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<tr>
<td>Is it safe to use heavy pressure?</td>
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</tr>
<tr>
<td>Should you only use the sanders on a large flat surface?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should dust extraction be used with these machines, if possible?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ………………………………………………., have read, been instructed about, and understand the necessary safety requirements of a portable belt sander / rotary sander / orbital sander.

Student Acknowledgement/Signature: _________________________________ Date: ________
<table>
<thead>
<tr>
<th>DISC SANDER /BELT SANDER</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whilst using the machines, should the dust extractor be on?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to leave the Sander running unattended?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you only sand on the part of the disc that is moving downwards?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you keep moving your job along the disc / belt to avoid burning the disc?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you sand small pieces of timber on the disc / belt sander?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you keep material flat on the support table when disc sanding?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you push down heavily on the disc sander support table?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should squareness (90º angle) of the support table to the disc surface be checked when the disc is spinning?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you keep hands/fingers well clear of the disc or belt during use?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you lean across from the belt side of the machine to press the &quot;on&quot; button?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can more than one person use the belt and more than one person use the disc at the same time?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ………………………………………………., have read, been instructed about, and understand the necessary safety requirements of a disk sander / belt sander.

Student Acknowledgement/Signature: _________________________________ Date: ________

<table>
<thead>
<tr>
<th>PLASTIC STRIP HEATER</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should you check that there is no foreign matter in the heating element channel?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you keep hands away from the element and the metal casing while the power is ‘on’?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you attempt to remove anything that may fall inside the casing while it is still on?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you keep the power cord clear of the element and casing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you attempt to move the strip heater while it is ‘on’?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ………………………………………………., have read, been instructed about, and understand the necessary safety requirements of a plastic strip heater.

Student Acknowledgement/Signature: _________________________________ Date: ________
<table>
<thead>
<tr>
<th><strong>BUFFING MACHINE</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it safe to wear loose clothing when using the buff?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you only use the underside of the buff?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you keep your hands clear of the buff?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you buff material which has burred or sharp edges?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you buff material surfaces from the centre towards the lower edge?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ........................................................., have read, been instructed about, and understand the necessary safety requirements of a buffing machine.

Student Acknowledgement/Signature: _________________________________ Date: ________

<table>
<thead>
<tr>
<th><strong>SCROLL SAW / PORTABLE JIGSAW</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must you check that the work piece is securely held?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you have the correct blade for the particular material?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you check that the blade is securely held?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you check the underside of material to ensure the blade will not be obstructed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you always check the lead is clear of the blade?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you remove the jigsaw from the material when it is still running, or lower the blade into a previously cut line when the blade is running?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you press the guide plate firmly onto the material before starting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you attempt to cut a curve of small radius if the blade twists?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ........................................................., have read, been instructed about, and understand the necessary safety requirements of a scroll saw / portable jigsaw.

Student Acknowledgement/Signature: _________________________________ Date: ________
## WOOD TURNING LATHE

<table>
<thead>
<tr>
<th>Should you restrain all loose clothing when using the lathe?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must you check that the stock is correctly and securely mounted in the approved manner?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you adjust the tool rest as close as possible and at the correct height to the work piece?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you make adjustments when the lathe is running?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should grasp the turning tool firmly with both hands?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you measure stock when it is rotating?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you remove the tool rest before performing sanding or finishing?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you leave the lathe running unattended?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For spindle turning, should you use a lubricant on the dead centre and check that the tailstock is secured tightly on a regular basis?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you turn the motor on before checking one full rotation by hand?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you rough the work down to a cylinder before increasing speed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For faceplate turning, should you cut the material circular on the band saw?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you be very careful to avoid the faceplate screws?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you frequently stop and check that all parts are tightly secured?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it alright to avoid turning off the lathe and slow the part down with your hand?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ........................................................., have read, been instructed about, and understand the necessary safety requirements of a wood turning lathe.

Student Acknowledgement/Signature: _________________________________ Date: ______

## PORTABLE BISCUIT MACHINE

<table>
<thead>
<tr>
<th>Should you make any adjustments after connecting to power source?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should you always secure the material tightly on a flat surface?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you always keep both hands on the machine behind the cutting head?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ........................................................., have read, been instructed about, and understand the necessary safety requirements of a portable biscuit machine.

Student Acknowledgement/Signature: _________________________________ Date: ______
**BAND SAW**

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it safe to cut a tight radius with a wide blade?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you always keep both hands to the side of the blade and out of the path of the blade?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you hold material firmly with fingers at a safe distance from the blade, not directly in front of the saw teeth?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you feed material into the machine at a hurried rate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you stop the machine before backing the saw blade out of a cut?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you allow off-cuts to accumulate on the saw table or on the floor around the saw?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you stop the saw immediately if the blade develops a ‘click’, which may indicate a cracked blade?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you attempt to cut small pieces on the band saw/scroll saw?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you remove waste pieces from the table when the saw is running?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Acknowledgement/Signature:** _________________________________ **Date:** ________

**SLIDING COMPOUND MITER SAW**

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should you make adjustments to the cutting angle when the isolating switch is on?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you hold material firmly against the back rest?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you wait until machine has picked up full speed before cutting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it allowable to use a cross-arm technique?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you return the saw to the starting point when finished?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough supervised instruction before using this saw?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Acknowledgement/Signature:** _________________________________ **Date:** ________
### PORTABLE (HAND) ROUTER MACHINE

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must you make sure the work piece is securely held?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to make adjustments with the power connected?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you keep fingers, hands and power cord clear of cutter?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you make deep cuts by performing a series of shallow cuts?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you keep the base plate pressed firmly on the work piece?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you select the correct direction to cut in relation to the feed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you place the machine down when the cutter is rotating?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough practical instruction before using this machine?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ....................................................., have read, been instructed about, and understand the necessary safety requirements of a portable (hand) router machine.

Student Acknowledgement/Signature: _________________________________ Date: ________

### ROUTER TABLE MACHINE

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is it safe to leave the router running when unattended?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you make all adjustments to the router and table before turning it on?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you get the teacher/supervisor to check all adjustments before turning it on?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to let your hands go near the router bit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to make adjustments with the main power “ON”?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should the plug be removed from the power outlet before any adjustments are made?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you use a push stick for narrow or small pieces of material?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you consider the cutter rotating direction with regard to feed direction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you have had teacher/supervisor instruction and supervision when using the router?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should students use the router without supervision or permission?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ....................................................., have read, been instructed about, and understand the necessary safety requirements of a router table machine.

Student Acknowledgement/Signature: _________________________________ Date: ________
## THICKNESSER MACHINE

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should you set the planer table to 1 – 2 mm less than the timber thickness?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you place the best flat surface downwards on the support table?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If board gets stuck, is it safe to stop all power, lower table and remove timber only with a push stick?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you look through machine while it is cutting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you pull timber from the machine?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Before turning on, should it be checked for obstructions?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, .................................................., have read, been instructed about, and understand the necessary safety requirements of a Thicknesser Machine.

Student Acknowledgement/Signature: _________________________________ Date: ________

## PORTABLE POWER SAW

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must you make sure work piece is securely held?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you make adjustments when saw is connected to power source?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May you ‘over reach’ when cutting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you always keep proper footing and balance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you always keep guards in place when cutting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to cut ‘one-handed’?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you avoid kickback, or saw ‘stalls’ being ready to release switch immediately if this happens?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you make sure the cord is well away from cutting area?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you start cutting when blade has not reached full speed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you put saw down if the blade has not retracted?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough supervised instruction before using this saw?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, .................................................., have read, been instructed about, and understand the necessary safety requirements of a portable power saw.

Student Acknowledgement/Signature: _________________________________ Date: ________
### CENTENARY HEIGHTS STATE HIGH SCHOOL IT&D SAFETY AWARENESS RECORD

<table>
<thead>
<tr>
<th><strong>PORTABLE ELECTRIC PLANE</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should you make sure the work piece is securely held?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to make adjustments when machine is connected to the power source?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to use the plane one handed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you keep sole plate firmly pressed onto work piece?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you disconnect power to plane as soon as planning is finished?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you make sure blades have stopped rotating before placing planer down?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough and supervised instruction before using the planer?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ......................................................, have read, been instructed about, and understand the necessary safety requirements of a portable electric plane.

Student Acknowledgement/Signature: _________________________________ Date: ________

<table>
<thead>
<tr>
<th><strong>TABLE (PANEL SAW)</strong></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should you check that any riving knife is correctly adjusted?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to use guards or fences which are not secured?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to make adjustments whilst the saw is running?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you check timber for defects/nails/etc.?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you stand to one side of the blade whenever possible?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you feed material only as fast as the saw cuts freely?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you use a push stick for small or narrow timber and when removing off cuts?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you always use a ripping fence or cross cutting slide where possible?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is it safe to free hand cut?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you ever lower pieces of stock down over the saw?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Must you have had thorough supervised instruction for the use of the table saw?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ......................................................, have read, been instructed about, and understand the necessary safety requirements of a table (panel saw).

Student Acknowledgement/Signature: _________________________________ Date: ________
### COMPRESSED AIR

<table>
<thead>
<tr>
<th>Question</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should you use compressed air for anything than that it is meant for?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you hold the hose at the end before turning on the air to prevent whipping?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you direct compressed air at another person?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Should you kink the hose to restrict air flow?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I, ...................................................., have read, been instructed about, and understand the necessary safety requirements of equipment using compressed air.

Student Acknowledgement/Signature: ___________________________ Date: _______
## Safety Guidelines Register

This is to certify that …………………………………………………………..has received **theoretical and practical** instruction in the correct and safe operating procedures and guidelines for the following procedures and equipment. (Year 10, 11 & 12 equipment in shaded area)

<table>
<thead>
<tr>
<th>Machine</th>
<th>“On-Guard Safety Certificate” Date</th>
<th>Teacher Instruction &amp;/or theory Date (A)</th>
<th>Re-instruction/competency check Date (B)</th>
<th>Student Sign</th>
<th>Teacher Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Procedure</td>
<td></td>
<td></td>
<td></td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Accident Procedure</td>
<td></td>
<td></td>
<td></td>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>Personal Safety</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housekeeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General tools &amp; machinery</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disc/belt sander</td>
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