

Woodworking Safety

Safety Meeting Packet

Protect Your Workforce



Woodworking can be a dangerous profession when safety is not taken seriously. Many factors of the whole production can lead to various injuries or illnesses, so it is critical that employers take the necessary precautions to lower risks at their workplaces and jobsites.

Machine Guarding

Whenever employees are working with dangerous equipment, especially saws, it is important that employees are protected with equipment guards. Guards help to prevent employees from encountering the dangerous parts of tools. Guards need to be secured and properly maintained to help protect employees. When employers don't ensure proper machine guarding, severe injuries can occur. OSHA standards require adequate machine guarding.



Dust Protection

Employee exposure to wood dust can cause many health problems, including respiratory and skin illnesses. To help protect employees from constant contact to wood dust, employers should ensure local exhaust ventilation (LEV) systems are used to control dust accumulation. LEV systems can be integrated with machine guards, and should be as close as possible to sources of dust on machines. To keep the LEV systems running properly, employees should clean ducts and collectors regularly. Any damage or malfunctions should be fixed promptly and before the machine is used again.

If a proper LEV system cannot be used, employers should consider providing proper personal protective equipment (PPE) to prevent respiratory illnesses. Options for PPE include face masks and/or respirators to stop dust from being inhaled by employees.

Noise Protection

When working with machinery, it is important to limit the amount of noise an employee experiences. This helps protect against hearing loss and tinnitus. The first step to providing proper noise protection is controlling the source of the noise. By completing a thorough analysis of each piece of equipment, employers can try to limit or dampen the noise.



If source control is not an option, controlling where the sound travels should be the next step. This includes isolating or blocking the noise by enclosing equipment or moving noise-producing equipment away from employees, if possible. As a last step, PPE should be provided to employees when these other control options cannot limit sound enough.

Chemical Handling

Workers can be exposed to various chemical hazards while woodworking. If less toxic options are available, it is highly recommended that employers switch chemicals, if they are suitable for the job required. It is also critical for employers to consider ventilation systems and proper storage facilities for all chemicals.

As a first step, Safety Data Sheets (SDS) should be properly maintained by all employers, and employees should be warned about the chemicals they may handle during the job. Employees need to have access to these SDS in case of emergencies. Head-to-toe protection is also recommended for the most toxic chemicals. Employers should consult the SDS and OSHA recommendations regarding handling chemicals.

Ergonomics

Studying the efficiency and safety of employees at the workplace can be beneficial. Ensuring that workers are forming safe habits that prevent overuse injuries should be of utmost importance. When workers perform repetitive tasks, or hold an awkward posture for an extended period, nagging injuries can pop-up resulting in unnecessary claims. By rotating jobs often and changing the posture necessary to complete a task, employers will limit or prevent injuries.

When tools have excessive vibration, or require excessive force to operate, employees can develop injuries like carpal tunnel syndrome. Employers must reduce exposure to vibrating tools to prevent these. Allowing breaks or rotating jobs throughout the day can lessen the likelihood of injuries.

If the woodworking operation includes shipping or requires employees to lift heavy products, it is important to provide the necessary safety training for moving heavy objects. Employers should provide dollies, carts, or other machinery that can help employees lift and move materials and products.

Employers should consider instituting a policy that requires employees to use assistance from other employees or equipment when lifting over a certain weight.



Fire Prevention & Protection

Dust accumulation and flammable chemicals increase the risk for a workplace fire. It is important for employers to take the necessary precautions to prevent fires from happening. If employers properly manage dust through ventilation and LEV systems, wood dust can be collected and disposed of easily. Ensure that employees know the importance of proper chemical handling and the chances for a fire in your operation.

The best way to stay safe is to control all possible ignition sources from sparking equipment to faulty electrical wiring. Constant maintenance must be done to ensure that equipment is in good working order and that all electrical wiring is safe.

It is also important that employers maintain working fire equipment on site, including sprinkler systems, fire extinguishers, and fire alarms. Consider building with fire-resistant materials or installing fire doors to help contain the fire. Make sure employees know evacuation plans and how to handle an emergency properly.

For additional information, please consult the following OSHA Standards:

- 29 CFR 1910.94 - Ventilation
 - 29 CFR 1910, Subpart E – Means of Egress
 - 29 CFR 1910, Subpart H – Hazardous Materials
 - 29 CFR 1910, Subpart I – Personal Protective Equipment
 - 29 CFR 1910, Subpart L – Fire Protection
 - 29 CFR 1910, Subpart N – Materials Handling and Storage
 - 29 CFR 1910.212 – General Requirements for All Machines
 - 29 CFR 1910.213 – Woodworking Machinery Requirements
 - 29 CFR 1910.242 – Hand and Portable Powered Tools and Equipment
 - 29 CFR 1910, Subpart S - Electrical
 - 29 CFR 1910, Subpart Z – Toxic and Hazardous Substances
-



Woodworking Safety Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees Not Present: _____

Suggestions/Recommendations to Improve Workplace Safety and Health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
