

**LOGBOOK**

* Complete the following logbook table while undertaking your chosen project(s).
* You will need to complete 4 tasks on each machine and also list a minimum of 2 issues that arise and how you rectified each of these.
* Tasks will need to be completed with a staff member who will observe and sign off on the task.

### General Safety Procedures

To ensure the safety of every person in the workshop, the following general safety procedures and each machine’s safe work procedure need to be followed while operating any relevant Kyeema Woodbox machinery or tools.

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| --- | --- | --- | --- | --- | --- |
| DO   * Remove all loose clothing and jewellery * Contain long hair with a hair net or hat * Note the location of the emergency stop before operating a machine * Ensure all guards are secured in position before operating a machine * Ensure a machine is switched off and safe before adjusting it * Turn on a machine’s dust extraction system before operating it * Keep your work area clean and tidy * Wear hearing protection such as ear plugs or muffs. * Wear sting leather or steel-capped boots to protect the feet from heavy falling objects * Wear safety goggles to protect your eyes from dust, chips, sparks and welding glare * Check that a machine is functioning correctly before operating it * Only use sharp, and correct blades in machines * Ensure a machine is switched off and safe when finished * If any machine, tool or piece of equipment appears unsafe, turn it off immediately (if safe to do so) and report to the manager * Report any hazard or injury regardless of how minor it may seem   DON’T   * Do not reach over a machine while it is running * Do not run or fool around in the workshop * Do not operate a machine unless observers are at a safe distance * Do not leave a machine unattended while it is running * Do not talk to or distract a person operating a machine * Do not talk to another person while you are operating a machine | | | | | |
| K:\Admin\Jesse\Signs\New folder\PPE sign-eye-hearing.jpg | K:\Admin\Jesse\Signs\New folder\PPE sign-dustmask.jpg | K:\Admin\Jesse\Signs\New folder\PPE sign-hand.jpg | K:\Admin\Jesse\Signs\New folder\PPE sign-foot.jpg | K:\Admin\Jesse\Signs\New folder\PPE sign-clothes.jpg | K:\Admin\Jesse\Signs\New folder\PPE sign-sunscreen.jpg |
| **APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT MUST BE WORN**  **WHILE OPERATING ANY MACHINE** | | | | | |

### Surface Planer/Jointer

Complete this table for the Surface Planer or Jointer

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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|  |  |  |  |

The Surface Planer or Jointer training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

### Thicknesser

Complete this table for the Thicknesser

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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The Thicknesser/Planer training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

### Table Saw

Complete this table for the Table Saw

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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The Surface Table Saw training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

### Drop Saw

Complete this table for the Drop Saw

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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The Drop Saw training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

### Radial Arm Saw

Complete this table for the Radial Arm Saw

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| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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The Radial Arm Saw training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

### Drill Press

Complete this table for the Drill Press

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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The Drill Press training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

### Bench/Pedestal Grinder

Complete this table for the Bench/Pedestal Grinder

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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The Bench/Pedestal Grinder training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

### Disc Sander

Complete this table for the Disc Sander

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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The Disc Sander training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

***Bandsaw***

Complete this table for the Bandsaw

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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|  |  |  |  |

The Bandsaw training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

### Air Compressor

Complete this table for the Air Compressor

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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The Bandsaw training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date

### Router

Complete this table for the Router

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Set-up | Issue | Rectification |
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The Bandsaw training has been completed by the undersigned trainee under the supervision of the undersigned Kyeema staff member.

Trainee Name

Trainee Signature Date

Supervisor/Manager/Staff Name

Supervisor/Manager/Staff Signature Date