

All staff, volunteers and members must complete the woodworking induction to ensure they are provided with the necessary information, instruction and safe use of the space before being allowed to use any of the plant machines, power and hand tools.

General Woodworking Induction Checklist	
<i>PPE – Required PPE usage for the working area.</i>	
<i>Location of first aid, fire extinguishers, and safety exits for this workshop.</i>	
<i>Safe working procedures – Working safely around others.</i>	
<i>Locations of tools and correct storage procedures.</i>	
<i>Cleanliness – Cleaning up after yourself, correct disposal of waste.</i>	
<i>Safe and correct use of hand tools and power tools.</i>	

Plant Machine Induction Checklist	
<i>Table Saw</i>	
<i>Drill Press</i>	
<i>Wood Lathe</i>	
<i>Table Saw</i>	
<i>Bandsaws</i>	
<i>Belt and Disc Sander</i>	
<i>Thicknesser/Plainer Combination</i>	

All items have been explained by a supervisor and the above Woodworking Induction Checklist has been completed. Below certifies that the individual has successfully undertaken the woodworking induction.

Inductee Name: _____ **Date:** _____

Signed: _____

Inducted By: _____ **Date:** _____

Signed: _____