

CHECKLIST


Thicknessing and surface planer machines

- Thicknessing machine
- Surface planer

A thicknessing or planing machine is used to finish a piece of wood to the desired thickness, on one or both sides of the wood. This checklist provides information to assist all workers in the safe operation of these machines, and to ensure a safer workplace environment.

Businesses should fill out this checklist to ensure the thicknessing and surface planing machines are in proper working condition and have the necessary safe guards before workers operate these machines.

Checklist: Machine and operating environment			
Machine identity/details:		Inspection date:	
Compiled by: (Employer signature)			
Audit criteria		Yes	No
Machine			
Stability:	Is the machine stable and unlikely to move during operation?	<input type="checkbox"/>	<input type="checkbox"/>
	Are wood pieces securely clamped before machining begins?	<input type="checkbox"/>	<input type="checkbox"/>
Cutter bar, head(s) and guarding:	Are the cutter heads enclosed or guarded?	<input type="checkbox"/>	<input type="checkbox"/>
	Is an anti-kickback device fitted and working correctly?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the cutters sharp and clean?	<input type="checkbox"/>	<input type="checkbox"/>
	Are push sticks or blocks used to move the timber through the machine?	<input type="checkbox"/>	<input type="checkbox"/>
Operating controls:	Are the operating controls easily accessible to the operator?	<input type="checkbox"/>	<input type="checkbox"/>
	Do the operating controls prevent accidental start-up?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the control functions clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>
Emergency stop:	Is there an emergency stop of the mushroom-headed type (or equivalent)?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the emergency stop easily accessible and labelled?	<input type="checkbox"/>	<input type="checkbox"/>
	Are the stop/start buttons, emergency stop buttons, and safety bars all operating effectively?	<input type="checkbox"/>	<input type="checkbox"/>
Moving parts:	Are the transmission drive and other moving parts totally enclosed or guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Equipment isolation:	Are there systems in place to isolate the machine?	<input type="checkbox"/>	<input type="checkbox"/>
Operating environment			
Work space:	Is there a clear work space around the machine?	<input type="checkbox"/>	<input type="checkbox"/>
Lighting:	Is the general and task lighting adequate?	<input type="checkbox"/>	<input type="checkbox"/>
	Is lighting protected against flying objects?	<input type="checkbox"/>	<input type="checkbox"/>
Airborne contaminants:	Is dust extraction fitted correctly, on during planing, and regularly maintained?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the dust extraction system turned on during work hours?	<input type="checkbox"/>	<input type="checkbox"/>
Noise:	Has use of sound absorbing material been considered to reduce noise levels?	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping:	Is the floor area regularly cleaned, and all off-cuts and other debris removed?	<input type="checkbox"/>	<input type="checkbox"/>
Safe, firm, foothold:	Does the floor surface around the machine provide a safe, firm foothold?	<input type="checkbox"/>	<input type="checkbox"/>

Supervision			
Training:	Are all operators of this machine trained and experienced, and also instructed and supervised by a competent person when undergoing training?	<input type="checkbox"/>	<input type="checkbox"/>
PPE: 	Has the correct type of PPE been provided to workers and being worn?	<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer

This publication may contain work health and safety and workers compensation information. It may include some of your obligations under the various legislations that WorkCover NSW administers. To ensure you comply with your legal obligations you must refer to the appropriate legislation.

Information on the latest laws can be checked by visiting the NSW legislation website legislation.nsw.gov.au

This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

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