



STUDIO DUBBELD

STUDENT HANDBOOK

TABLE OF CONTENTS

Welcome to our Schools	4
1. Your first class	5
○ What do I bring?	5
○ What Clothing Do I Wear?	5
○ Where Do I Park?	5
○ Coffee Breaks	5
● How do I get in contact	5
2. Important information about classes at Studio Dubbeld	6
Fee Structure	6
How do I pay my session fees?	7
Student Accounts	7
What if I am unable to attend a class?	8
What happens if my class is cancelled or rescheduled by my Tutor?	8
Class Structure	9
Material Purchases	9
PPE (Personal Protective Equipment)	10
Insurances	10
Studio Dubbeld workshop policies	10
Storage of projects	10
Borrowing of tools	11
Sawdust/Shavings	11
Cleaning	11
Deliveries	11
Smoking	12
Storage of finishes and solvents	12
Inappropriate Behaviour and Incident Reporting	12
How do I go about providing constructive feedback?	13
Fire exits & first aid	13
Fire evacuation procedure:	13
Timber Preparation and Processing	13
Machinery Accuracy	14
3. Health & Safety	14
What are the general guidelines for safe use of standing/static machinery?	15

Machinery Safe Operating Procedures	16
Bandsaw	17
Resaw (Hitachi CB 75)	19
Drill press (pedestal drill) Operation	21
Sliding compound mitre saw (docking saw)	23
Surface planer (buzzer, jointer)	25
Thickness planer (thicknesser, planer)	27
Wide Belt Sander	29
Drum Sander	31
Table saw (panel saw)	33
Router Table	36
Terms and Conditions	39
Liability Waiver:	39
Photo Release:	39
Storage:	40
Class Cancellations	40
Student Details:	41
Do you agree to all the terms of this agreement as stated above:	41

Welcome to our Schools

Townsville School of Woodwork and Australian Guitar Making School Townsville is an educational facility for makers, operating from the Studio Dubbeld workshops, currently offering classes in both Woodworking and Guitar Making.

We offer 3 types of classes at our workshops, from the Studio Dubbeld buildings on Bundock st in Belgian Gardens, Townsville:

- Open classes. For students of any level of experience to work on their own project alongside other students. No set start and finish dates, 4 hour sessions with the instructor's time shared amongst the members of the group.
- Event classes. These group classes range from half days to multiple days and the projects are set - the instructor has pre-prepared for the class and the project is the same for all.
- One on one master classes. Individual lessons with one on one tuition (availability by request only).

Our aim is to assist woodworking enthusiasts to experience the joy of working with wood.

Our tutors and resident designer/makers will assist with the technical knowledge in the methods and application of traditional and modern woodworking techniques.

Previous woodworking experience is not required, however the success in fine woodworking and guitar making requires self motivation, patience and attention to detail. Please be realistic about the amount of time it will take to complete your project. Your tutor's time will be shared amongst all of the students in the class and it **may take longer than you anticipate**.

Our facilities are fully equipped with hand tools, power tools and static machinery, however we encourage you to bring your own tools to class if you have them.

1. Your first class

○ What do I bring?

For your first session, please bring the following:

- An idea of what you would like to make or achieve
- Notebook
- Any drawings or photos that you'd like to use as inspiration for your project

○ What Clothing Do I Wear?

- Comfortable clothing, as long as you are happy to get your clothes dirty
- Avoid loose clothing, tie back long hair, remove jewellery
- Closed in shoes

○ Where Do I Park?

- Alongside the buildings on Bundock street or Short Street
- Do not park in driveways or in the 30min car parks

○ Coffee Breaks

- Classes will break at around the halfway point for around 15 minutes
- We provide tea, coffee, sugar and milk to all students. Cold drinks and snacks are available for purchase
- Please clean up after yourself

● How do I get in contact

- Email oi@studiodubbeld.com
- Facebook us Studio Dubbeld
- Instagram Studio Dubbeld
- Send a pigeon to 142 Bundock street.

2. Important information about classes at Studio Dubbeld

Fee Structure

Open Classes

- Pay as you go
- First 4x classes \$150* per 4hr class, then \$110* per class thereafter
- After 20 paid lessons you are gifted one lesson (exclusions apply to fixed fee contracts)
- Stash Credit option - pay \$1000 and get 1x extra session in credit** (online only via our booking system, top menu) provided you have a positive balance. Your next class will be free.
- Materials costs extra
- Recurring weekly bookings for open classes are available upon request, subject to current class numbers. Recurring students are offered a lesser rate of \$100 per session, provided their student account is in credit by at least \$100 at the time of the start of class, otherwise the fee will automatically be charged at the general rate of \$110. Recurring bookings will automatically be cancelled if class payment is in arrears for more than 4x consecutive weeks.

Event Classes

- Price varies. Pay upon booking
- Materials included

One on One Masterclasses

- By request
- Pay as you go
- \$120* per hour, minimum 3hr session (\$360)
- One-on-one tuition
- Materials extra

* The full tuition fee applies regardless of whether or not the student chooses to attend the full session. The current tuition fee is subject to increase per annum.

** Stash Credit can be used for classes, materials and tools from Dubbeld Wood Tools

How do I pay my session fees?

- Fees can be paid via our booking system <https://booking.studiodubbeld.com> with a card, via electronic transfer, in person (eftpos or cash), or over the phone via credit card.

Electronic Funds Transfer payments:

Bank Details

Name: Studio Dubbeld

Bank: BOQ

BSB: 124001, Account no. 20856764

Student Accounts

Upon enrolment a Studio Dubbeld on-line account will be activated for each student which will give each student the ability to:

- Book classes
- View current bookings
- Add credit
- Cancel classes
- Update details

Each week automatic emails will be sent out to all students who:

- Have upcoming classes
- Have a positive or negative \$ balance

Materials used during class will be added to your account either during or after each session unless paid for directly

Log into your account here <https://booking.studiodubbeld.com/>

* Please note that class fees are held as credit in your account and deducted at the beginning of each class.

What if I am unable to attend a class?

In the event of any planned absence, upcoming bookings must be cancelled to avoid being deducted the full fee for that booked class. Cancellations must self managed either by using our on-line booking system (preferred) <https://booking.studiodubbeld.com> , or giving notice in writing (SMS, facebook or email is fine) to your tutor

A text message will be sent to you 72 hours prior to your next upcoming class as a reminder. Now is the time to cancel the class if you know you cannot attend

Cancellations made with more than 48 hours notice will not attract a fee

If you are unable to give 48 hours minimum notice, a cancellation fee of half the class fee will be deducted from your Studio Dubbeld account at the beginning of the class

If you neglect to cancel the class, the full class fee will be deducted from your Studio Dubbeld account

.

What happens if my class is cancelled or rescheduled by my Tutor?

Most classes require a minimum of 2 students in order for the class to run

If a class or course does not receive sufficient enrolment, it will be cancelled

We will endeavour to notify students at least 24 hours prior to their class if it has been cancelled whenever possible

Students will be refunded in full or their fee held in credit if their class has been cancelled by us

If a class or event has been rescheduled, students will be offered the choice to transfer their enrolment to the new date and time or be refunded in full

Class Structure

Open Classes

- 4 hour sessions within set class times, no early starts and no late finishes
- Small classes. Student/tutor ratios are low, allowing each student to have some one-on-one access to the instructor's individual time and attention, but only to what is practical as shared between the students in that class
- Each student works at their own pace on their own project
- Access to the exclusive use of a workbench
- The use of tools as required

Event Classes

- Session times vary depending on event
- Class numbers vary, depending on project and number of tutors
- Start and finish times set
- Same project for all students
- Shared workbenches
- The use of tools as required

One on One Masterclasses

- Minimum 3 hrs with times and dates mutually agreed to
- One on one tuition with a tutor

Material Purchases

- Timber and Materials are available for purchase at the Studio.
- Before selecting materials, advise your tutor of your intent and, once selected, present to your tutor with a written, named and dated list using the forms provided.
- Costs on timber and materials must be mutually agreed to prior to any cuts being made.
- Materials used during class will be added to your Studio Dubbeld account by your tutor
- Non-stock items which require a special order will be quoted and, once accepted, must be paid in full, including freight, prior to orders being placed.
- Students are welcome to source their own materials, provided they are checked as sound by the tutor prior to use. No recycled timber please

PPE (Personal Protective Equipment)

All newly enrolled students will be supplied with one pair of safety glasses, ear plugs and a disposable dust mask.

Workshop sets of earmuffs and safety glasses are located in the machining area

New earplugs, safety glasses and dust masks are available for purchase in our shop

Insurances

We are committed to ensuring the health and safety of all our students and have taken out Insurance protection in the following areas:

1. Plant & machinery
2. Fire: building via landlord
3. Public liability and Indemnity
4. Covered for legal liability to the general public re woodworking, public meetings, woodworking demonstrations, exhibitions and festivals against claims in respect of personal injury to third parties & damage to property of third parties

Studio Dubbeld Workshop Policies

We pride ourselves on a clean, functional and inviting educational environment. Please ensure all policies are followed.

Storage of projects

- Please identify all timber and materials with your name, whether rough sawn lengths, dressed lengths or other components. Check with your tutor as to where to store your project
- Any materials, projects or any other student's belongings are left at the student's own risk. Ensure that items are marked with your name, covered and neatly packed away to minimise damage
- To ensure adequate storage space for every student, please take home any materials you do not need to complete your current project
- Any materials or unfinished projects left at the School for a period longer than 6 *months* after a student's most recent lesson will automatically attract a \$2.50/week storage fee. If you have not contacted us within 12 months of your last class we will

assume you are not returning. At this point, projects not collected will become the possessions of the School to use or dispose of as it sees fit, unless prior arrangements have been made with the tutor.

Borrowing of tools

- It has proved too difficult for us to manage the whereabouts of borrowed tools and, as the tools may be required for each class we have introduced a blanket policy that no workshop tools are to be lent out. This includes all tools, blankets, books and jigs. If you would like to copy jigs or photocopy pages from books please feel free to do so within class times. Tools and blankets are available for purchase from our store

Sawdust/Shavings

- Airborne sawdust must be kept to a minimum. Always use dust extraction when hand sanding, on powered sanders and any other power tools wherever possible.
- Wear a dust mask when exposed to airborne dust. Dust masks are available for sale in our shop if you do not have one.
- Pre-bagged wood shavings are available for sale (\$3 covers the cost of bags) or may be taken home for free by students provided they use their own bags

Cleaning

- All students are expected to clean and tidy their bench and machining areas after use. Vacuum cleaners, brooms and brushes are provided
- Clamps should be unwound, cleaned & returned to their hangers
- Chisels and hand tools should be returned to their parked positions
- Kitchen mugs, glasses and cutlery should be washed and placed on the racks to drip dry

Deliveries

- When students arrange a delivery of anything to Studio Dubbeld, it must be done within the time slot of a class that the student is attending. The student is to assist the driver with unloading and arrange a mobile forklift if required..
- If you cannot have an item delivered in this manner, please contact your tutor

Smoking

- Is not permitted within any of the buildings
- Is permitted outside but not near doorways, timber storage areas or combustible materials
- Dispose of your cigarette butts in the designated container

Storage of finishes and solvents

- All flammable liquids are to be stored in the flammables storage cupboard (bright yellow cabinet in compressor shed). Ask your tutor
- Please ensure all spillages are dealt with promptly. Ask your tutor
- Hang used finishing rags out to dry (to avoid spontaneous combustion)
- Used chemicals must be disposed of in the appropriate container provided. Ask your tutor
- MSDS are provided for all harmful finishes, adhesives and solvents

Inappropriate Behaviour and Incident Reporting

Our aim is to nurture a safe and fun environment to learn and develop skills and friendships.

If you feel you have been discriminated against or bullied by another student or your tutor, speak to either your tutor or the head of the school (Joel Dubbeld). If you would like to make a formal complaint, please do so in writing and email joel@studiodubbeld.com or office@studiodubbeld.com

All emailed feedback is confidential upon request.

Any socially inappropriate or dangerous behaviour by a student towards another student or tutor will not be tolerated and will be dealt with through our '3 strikes and you're out' policy:

1. Verbal warning
2. Written warning
3. Expulsion from the property and cancellation of enrollment

Any monies left owing to a banned student will be returned to their nominated bank account and their work in progress will be packed up for collection at a later date.

All incidents including the above mentioned, unsafe work practice and injuries will be recorded under each student's on-line account under "Notes".

How do I go about providing constructive feedback?

We love hearing from our students. Please email oi@studiodubbeld.com with any feedback you may have.

Fire exits & first aid

Emergency exits can be taken, via the front, back and side doors. Evacuation maps are located at the entry/exits to the buildings. The first aid kit is kept on the tool wall in the classroom. Please take note of the positions of the fire extinguishers in the classroom and machining areas. All accidents should be recorded in the incident report book on top of the first aid box.

Fire evacuation procedure:

- a. Direct students to the nearest exit
- b. Phone 000 and ask for fire brigade
- c. If it is necessary to evacuate the premises, students, residents and staff should assemble on the grassed area directly in front of the workshop on Bundock street (of the corner of Bundock & Short street)
- d. Ensure all students are present

Timber Preparation and Processing

It is necessary to fully understand the reasoning behind timber preparation so that machining can take place in the correct sequence, and safe, economical and satisfactory results can be achieved.

- The timber preparation process begins with the selection of boards and their assignment to specific components.
- Make sure that the length of the boards allows for checked ends to be docked.
- Make sure that the width and thickness of boards allows for correction of cup, bow, twist, warp and normal loss associated with dressing.
- You must be absolutely certain that boards are of the appropriate length, thickness and width for safe and easy handling. Never too short; never too thin; never too narrow and preferably not too long for ease.
- Learn to identify grain direction.
- Select the appropriate face before commencing machining.
- Consider the relationship between machine work and subsequent handwork.

- No machining of second-hand or recycled materials. Hidden nails, soil grit, etc damages the machine blades
- No treated timber
- No MDF to be machined/drilled/sanded in the workshops unless 99% efficient dust extraction is used. Formaldehyde is released through cutting and sanding and may cause irritation to the eyes and lungs
- No melamine coated boards to be cut on band saws or machined with planer/thicknesser
- No unsupervised naked flames

Machinery Accuracy

- It is always necessary to check the accuracy of all measurements and angle settings of any machine with a dependable measuring device - **machinery calibration is not guaranteed accurate.**
- It is advisable to make test cuts on scrap material

3. Health & Safety

A key principle of the Health & Safety Policy is the School's expectation that:

- Each Student has a responsibility for their own safety and that of nearby persons.
- Students will not use machines or tools if they do not have relevant experience, unless members with appropriate expertise are present to provide training and guidance. The School will not be held responsible for accidents that occur if the above rule is not observed
- Students deemed by the teacher to require more training on a particular tool must undertake such training if requested to do so.
- If a student is not confident on how to safely use a particular tool, they must seek guidance from the instructor.
- To minimise the exposure to airborne dust particles to tool operators and persons nearby, where applicable, dust extraction equipment must be used.
- Any hazard or potential hazard identified by a user of a tool or a person watching, must be reported to the instructor (a hazard is anything, including work practices and procedures, that has the potential to harm the health or safety of a person).
- Students must wear clothing, footwear and hair style appropriate for a woodworking workshop (loose clothing, neckties, open sandals and thongs, jewellery and long loose hair are not appropriate for work in a workshop).
- Safe work practises by all students using machines and power tools are a must, including wearing PPE, using safety devices such as push sticks, securing work pieces with clamps where appropriate, turning off power and unplugging

machines and power tools before making adjustments and not leaving a machine or tool running unattended.

What are the general guidelines for safe use of standing/static machinery?

- Do not operate any machine unless training has been provided and mutually signed
- Do not operate any machinery if you are affected by medication, alcohol, drugs or if you are tired or upset. Please check with your doctor if you are unsure of the side effects of any prescription medication.
- **Momentum is your greatest danger when operating machines. Think - If you were to slip and your hands have momentum towards the blades, they are in the wrong position!! Do not put yourself in danger**
- **Under no circumstances is a student to operate woodworking machines or power tools unless another person is present in the same room.**
- Always use eye protection, use ear protection where necessary
- Use push sticks when working close to the blade and leave them accessible for the next user
- Always make sure guards are in place and are operating properly
- If in doubt, do not proceed and ask for assistance
- Cease operation if you notice anything unusual (noise, vibration, etc)
- Wear appropriate clothing and avoid long loose sleeves, rings, jewellery, watches, ties and tie long hair back
- Get help from your tutor or another student when necessary
- Be considerate and do not crowd the work area. Be patient and wait for your turn
- Make sure the blade of any tool or machine has ceased to move and power has been disconnected before making any adjustments
- Maintain a secure and balanced stance at all times
- Always use a dust extractor when there is one present
- Clean sawdust and off cuts regularly from machine surfaces and surrounding areas. Be responsible for your own dust, offcuts & shavings. **Do not leave it for others to clean up after you.**
- You are responsible for your own safety

If you are unsure about how to operate a machine, ask for assistance.

Machinery Safe Operating Procedures

Your tutor will provide training on the safe operating procedures on each of the following machines that you require to operate.

Your tutor will sign you off as able to operate a machine unsupervised once confident that you have demonstrated the correct and safe operation of that machine. You must also sign that you are confident to operate that machine unsupervised. This applies to all machines specified below.

If you are not confident to use any machine unsupervised, do not sign. Your tutor will not force you to operate any machine that you are not confident to use and will work with you to find another way to complete the task required.

Before starting any of the following machines marked with *, check your setup with your tutor.

Warnings will be given and recorded under 'notes' in your student account by your tutor for any occasion that you are not operating each machine in accordance with the safe operating procedures.

Your tutor reserves the right to ban you from the use of any machine that they believe you are operating dangerously and are putting yourself or others at risk.

Bandsaw (Woodfast x 2 and Electra Beckum)

Use for:

- Cross cutting
- Ripping
- Joinery
- Curved cutting

Potential hazards:

- Exposure to moving and components

Preliminary safety checks:

- Note position of on/off switch
- Note position of fire extinguisher
- Work area is clean and free from obstructions and trip hazards
- Dust Extraction operational (if applicable)
- Adjustment of guards to be made or checked
 1. Blade guard. Position the guard approx. 12mm above the top of the workpiece.

Operation:

Unlike the table saw, it is possible (though not necessary) to make band saw cuts without the assistance of a fence. Clearly, this is the case when making curved cuts. The continuous downward momentum of the blade will pull the workpiece against the table so make sure the piece is in contact with the table at the base of the blade when making cuts. Never cut rounds that are not held securely.

1. When making free hand cuts, turn on the saw, with the workpiece clear of the blade
2. Move the workpiece through the cut at a slow constant pace, keeping hands clear of the blade
3. To make a rip cut using the fence, lock the fence at the appropriate distance from the blade. Turn on the saw, with the workpiece clear of the blade. Hold down firmly onto the table and against the fence (using push sticks if required). Move the workpiece smoothly and slowly forward into the blade. Maintain constant pressure against the fence so that the cut does not wander
4. Never pull back when cutting. If you have overcut, turn the machine off and wait until the machine has stopped before withdrawing the workpiece

Remember:

- Avoid loose clothing, tie back long hair, remove jewellery
- Wear PPE (safety glasses, ear protection, dust mask)
- Keep hands away from the blade and never in a direct path towards the blade
- Use push sticks when necessary
- Never pull back while cutting

- Never cut rounds without additional holding devices
- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor.
- Never leave the bandsaw running while unattended

Housekeeping:

- On completion of job, leave the saw, table and floor area in a safe, clean and tidy state

Think safety - Never position your hands with momentum towards the blade

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

Resaw (Hitachi CB 75)

Use for:

- Ripping

Potential hazards:

- Exposure to moving and components

Preliminary safety checks:

- Note position of on/off switch
- Note position of fire extinguisher
- Work area is clean and free from obstructions and trip hazards
- Dust Extraction operational (if applicable)
- Adjustment of guards to be made or checked
 1. Blade guard. Position the guard approx. 12mm above the top of the workpiece.

Operation:

The resaw is designed to be used for rip cut only, always using the fence. The continuous downward momentum of the blade will pull the workpiece against the table so make sure the piece is in contact with the table at the base of the blade when making cuts. Never cut rounds on a resaw.

1. Before making a cut, lock the fence at the appropriate distance from the blade
2. Turn on the saw, with the workpiece clear of the blade. Hold the workpiece down firmly onto the table and against the fence (using push sticks if required). Move the workpiece smoothly and slowly forward into the blade
3. Maintain constant pressure against the fence so that the cut does not wander
4. Never pull back when cutting. If you have overcut, turn the machine off and wait until the machine has stopped before withdrawing the workpiece

Remember:

- Avoid loose clothing, tie back long hair, remove jewellery
- Wear PPE (safety glasses, ear protection, dust mask)
- Keep hands away from the blade and never in a direct path towards the blade
- Use push sticks when necessary
- Never cut rounds on a resaw
- Never pull back while cutting
- Use resaw for ripping shorter pieces of material rather than panel saw
- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor.
- Never leave the resaw running while unattended

Housekeeping:

- On completion of job, leave the saw, table and floor area in a safe, clean and tidy state

Think safety - Never position your hands with momentum towards the blade

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

Drill press (pedestal drill) Operation

Use for:

- Drilling

Potential hazards:

- Exposure to moving and rotating components
- Entanglement
- Eye injury from swarf

Preliminary safety checks:

- Note position of on/off switch
- Note position of fire extinguisher
- Work area is clean and free from obstructions and trip hazards
- Sacrificial table in place to prevent bit or drill table damage

Operation:

The advantage of the drill press over a hand held drill is its ability to bore holes at right angles to the surface of the table with great accuracy (The table or head can also be rotated to enable holes to be drilled at different angles).

The drill press can be set up to drill 'stopped' holes (of a fixed depth), as well as 'through' holes.

The drill press is ideal for drilling larger holes using forstner and saw tooth, however, the likelihood of jamming is increased when using larger diameter bits and cutters. There is a potential hazard with all power drills for the bit to jam in a piece of work, causing either the drill or the work to spin. With the drill press, a jam could cause the work piece to spin and potentially injure the operator. There are two methods of avoiding this possibility; either to clamp the workpiece in a vice, directly to the table or clamp a fence to the table. Each method can be used to accurately locate the work piece and prevent it from being able to spin.

1. When fitting the bit, don't bottom out the bit in the collet or partially insert the bit. Instead, completely insert the bit then back it out approximately 2mm before tightening with a chuck key (or by hand for a keyless chuck). For bits with hexagonal shanks, ensure 3 jaw chuck is engaged on the hex shank.
2. Make height adjustments to the table/machine head height and set the depth stop if required.
3. Ensure the workpiece is secure and will not spin.
4. Turn on the drill, making sure the bit is running centred and there is no 'wobble'.
5. Lower the drill to depth with the 3 bar handle. Do not drill into the drill table - make sure there is a backing board in place to prevent damage to bit and table.

6. Take light cuts, raising and lowering the bit while still in the workpiece, to remove swarf from bit. Drill flutes must be kept clear of swarf to prevent the bit overheating and drill wander.

Turn off the drill, remove the bit and store in the appropriate location to prevent bit damage. If in doubt, ask your tutor.

Remember:

- Avoid loose clothing, tie back long hair, remove jewellery
- Wear PPE (safety glasses, ear protection, dust mask)
- **Do not leave the chuck key in the chuck.**
- Brad point bits, forstner bits and spade bits are to be used for wood only
- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor. If the belts are screaming, you're working it too hard!
- Never leave the drill press running while unattended

Housekeeping:

- On completion of job, leave the drill and floor area in a safe, clean and tidy state

Think safety - Never position your hands in the path of the bit

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

Sliding compound mitre saw (Festool Kapex)

Use for:

- Cross cutting boards
- Removing waste
- Docking to length
- Cutting mitres, bevels & compound angles
- Cutting joinery

Potential hazards:

- Exposure to moving and rotating components
- Ejected waste
- Noise
- Dust

Preliminary safety checks:

- Note position and operation of trigger and trigger lock
- Note position of fire extinguisher
- Work area is clean and free from obstructions and trip hazards
- Adjustments to be made or checked - mitre angle, bevel angle and depth of cut

Operation:

1. Before cutting, the workpiece must be secured against the fence or, if short, with the cam clamp. If the work piece is large, enlist the aid of an assistant.
2. Always position bowed boards with the convex face/edge against the fence/table.
3. To make the cut, extend the saw head fully towards the operator. Activate the trigger. When the blade reaches maximum speed, press the handle gradually down to cut through the board.
4. When full depth is reached, push the saw gently through the workpiece. At the end of the cut, release the trigger and allow the blade to stop spinning before raising the handle.
5. Under no circumstances is it appropriate to make a cut by pulling the blade through the work towards the operator. This could cause a kick of the blade upwards from the workpiece.
6. Keep hands out of the path of the saw blade
7. Maintain a balanced stance.

Remember:

- Avoid loose clothing, tie back long hair, remove jewellery
- Wear PPE (safety glasses, ear protection, dust mask)
- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor.

Housekeeping:

- On completion of job, leave the saw, table and floor area in a safe, clean and tidy state

Think safety - Never position your hands in the path of the blade

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

*Surface planer/Buzzer/Joiner (Wadkin)

Use for:

- Making the primary face of a board smooth and flat.
- To remove bow, cup or twist
- Making an adjacent edge smooth, flat and right angle to the primary face

Potential hazards:

- Exposure to moving and rotating components
- Ejected waste
- Noise
- Dust

Preliminary safety checks:

- Note the position of the on/off switch
- Note position of fire extinguisher
- Ensure push sticks and pads are within reach
- Ensure the sprung guard is working correctly and returns over the blade when not in operation
- Only dress material of appropriate size – never less than 300mm in length; no thinner than 10mm, not less than 50mm wide.
- Check material for stones or staples before commencing
- Clean boards with a wire brush before dressing if necessary
- No second hand or recycled materials or manufactured board such as mdf or plywood
- Select appropriate face and grain direction
- Adjustments to be made or checked - height of the in-feed table; position and square-ness of the fence.
- Dust Extraction operational

Operation:

1. Start the machine by pressing the on button
2. Place board on in-feed table and hold in both hands, concave face facing down and oriented to cut with the grain . Push down firmly with the front hand, preferably with a push pad, on the infeed table and move the board towards the cutter head at a constant and moderate speed but do not ever position hands with momentum towards the blade.
3. When the leading end has travelled across the cutter head, reposition one hand to push material firmly down onto the out-feed table, preferably with a push pad.
4. Continue to move the board smoothly over the cutter head-until the cut is complete.
5. If the dust extractor alarm starts (beeps and flashing light), it is full and needs to be emptied. Inform your tutor to change the bags.

6. On completion of the task, turn off the power by pressing the stop button.

Remember to:

- Avoid loose clothing, tie back long hair, remove jewellery
- Keep fingers and thumb on top of board and never with momentum towards blade
- Pressure is applied predominantly on out-feed table
- Position body close to machine
- Maintain a balanced stance
- Use push sticks/blocks/pads
- Ensure that you maintain a constant feed speed – slow to moderate
- Do not adjust the out-feed table
- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor
- Never leave the surface planer running while unattended

Housekeeping:

- On completion of job, turn off power and dust extractor
- Leave the surface planer and floor area in a safe, clean and tidy state
-

Think safety - Never position your hands with momentum towards the blade

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

*Thickness planer/Thicknesser/Planer (SCM)

Use for:

- Planing surfaces smooth, flat and parallel to opposite surface

Potential hazards:

- Exposure to moving and rotating components
- Pinch and squash
- Noise
- Dust

Preliminary safety checks:

- Note the position of the on/off switch and E stops
- Note position of fire extinguisher
- Work area is clean and free from obstructions and trip hazards
- Height of the table. Adjustment of the table height
- Dust extraction operational

Operation:

1. Adjust table height of machine to remove approximately 0mm of material from the thickest part of the board.
2. Start the machine using the 2 stage on/off switch - click to stage 1 until peak revs then click to stage 2. Select desired feed speed (I or II) and press the feed start button. Turn on the dust extractor.
3. Place the previously smoothed surface of the board on to the machine table pushing down firmly so that the board is flat on the machine table. As you push the board into the machine, the power feed roller will grip the board and take over the feeding of the material. Support the trailing end of the board until it is halfway through the machine.
4. Watch that the board doesn't pull to one side and stays within the extents of the table
5. Move around to the out-feed side of the machine and support the leading end as it exits the machine.
6. Move the table up approx. 1mm (½ turn clockwise) or less and repeat the process until the board reaches the required thickness.

Remember to:

- Avoid loose clothing, tie back long hair, remove jewellery
- Wear PPE (safety glasses, ear protection, dust mask)
- Never put hands inside machine
- Adjust machine to remove material in small increments
- Use paraffin wax on table to reduce friction

- Support trailing end of board at the beginning of cut, then move around and support end of board as it exits machine
- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor. If the belts are screaming, you're working it too hard!
- On completion of job, turn off power using on/off switch (not E Stop)
- Never leave the thicknesser running while unattended

Housekeeping:

- On completion of job, turn off power (on/off switch, not E Stop) and dust extractor
- Leave the thicknesser and floor area in a safe, clean and tidy state

Think safety - Never position your hands with momentum towards the blade

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

*Wide Belt Sander (SCM)

Use for:

- Sanding surfaces smooth, flat and parallel to opposite surface

Potential hazards:

- Exposure to moving and rotating components
- Pinch and squash
- Noise
- Dust
- Fire

Preliminary safety checks:

- Note the position of on/off switch and E stops
- Note position of fire extinguishers
- Ensure all doors to the machine are closed and secured. You are not permitted to change belts or make adjustments inside this machine
- Work area is clean and free from obstructions and trip hazards

Operation: .

1. Ensure all glue is removed from the workpiece (strictly no wet glue).
2. Ask your tutor to set up the wide belt sander ready for use (air compressor and air dryer turned on and sanding belts fitted with grits appropriate for your task). You are not permitted to change sanding belts or make adjustments inside the machine.
3. Turn on the dust extractor.
4. Engage the power switch (clear round button) and adjust table height by placing your workpiece under the thickness gauge at the RH side of the feed mat and holding the fast height adjustment switch until it stops.
5. Start the machine using the 2 stage on/off switch - click to stage 1 until peak revs then click to stage 2. Start the feed mat - click to 1.
6. As you push the board into the machine, the feed mat will grip the board and take over the feeding of the material. Support the trailing end of the board until it is halfway through the machine. Move around to the out-feed side of the machine and support the leading end as it exits the machine. Use a trolley for heavy workpieces.
7. Move the table up approx. 0.2mm (no more!) after each pass with a clockwise rotation of foot height adjuster and repeat process until the board reaches the required thickness.
8. If the machine stops in mid cut, turn all switches back to 0 and re-engage the clear power switch. Start feed mat only (do not turn on sanding heads) to exit the material through the machine. Restart the 2 stage on/off switch to the sanding head and run the workpiece through on the same height setting.

9. If the belts start to squeal, rotate the foot height adjuster anti-clockwise to increase the thickness.
10. On completion of the task, turn off power to sanding belts (switch to 0), feed mat (switch to 0) and dust extractor (red button). Ask your tutor to turn off the air compressor and air dryer

Remember to:

- Avoid loose clothing, tie back long hair, remove jewellery
- Wear PPE (safety glasses, ear protection, dust mask)
- Never put hands inside machine
- Adjust machine to remove material in small increments - max 0.2mm each cut
- Support trailing end of board at the beginning of cut, then move around and support end of board as it exits machine
- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor. If the belts are screaming, you're working it too hard!
- Never leave the wide belt sander running unattended

Housekeeping:

- Leave the wide belt sander and floor area in a safe, clean and tidy state

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

*Drum Sander (Supermax)

Use for:

- Sanding surfaces smooth, flat and parallel to opposite surface

Potential hazards:

- Exposure to moving and rotating components
- Pinch and squash
- Noise
- Dust
- Fire

Preliminary safety checks:

- Note the position of on/off switch
- Note position of fire extinguishers
- Ensure all doors to the machine are closed and secured. You are not permitted to change belts or make adjustments inside this machine
- Work area is clean and free from obstructions and trip hazards

Operation:

1. Pre clean – Open the sanding drum lid and check that the sanding drum is clean. To clean, turn drum on and clean with rubber cleaning stick
2. Check thickness - with drum turned off and lid open, turn feed mat on with dial and adjust until piece to be sanded just moves sanding drum
3. Ensure all glue is removed from the workpiece (strictly no wet glue).
4. Drum sanding - turn on drum sander, dust extractor and feed mat and run piece through. For narrow pieces, run at a skew so as not to burn the sandpaper
5. Thickness adjustment - adjust feed mat after each pass, max. ¼ of a turn at a time. Check thickness with calipers
6. Turn off feed mat, drum and dust extractor
7. Ask if in doubt!

Remember to:

- Avoid loose clothing, tie back long hair, remove jewellery
- Wear PPE (safety glasses, ear protection, dust mask)
- Never put hands inside machine
- Adjust machine to remove material in small increments - max 0.4mm each cut
- Support trailing end of board at the beginning of cut, then move around and support end of board as it exits machine
- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor. If the machine sounds like it is struggling you're working it too hard! Take lighter cuts.

- On completion of job, turn off power to sanding drum, feed mat and dust extractor
- Never leave the drum sander running while unattended

Housekeeping:

- Leave the drum sander and floor area in a safe, clean and tidy state

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

*Table saw/Panel saw (Casedai and Altendorf)

Use for:

- Cross cutting
- Ripping
- Joinery (i.e. half laps etc)

Potential hazards:

- Exposure to moving and rotating components
- Eye injury
- Pinch and squash
- Material kickback
- Ejected waste
- Splinters
- Noise
- Dust
- Fire

Preliminary safety checks:

- Note position of on/off switch and E stop
- Note position of fire extinguisher
- Ensure area is clean and free from obstructions and trip hazards
- Ensure all guards, riving knife and wedges are in position and secured
- Ensure push sticks and pads are within reach
- The workpiece must be smooth and flat (i.e. no bows, twists, etc) so that it will not wobble on table or against the fence (which could cause the blade to jam)
- Adjustments to be made or checked - height and tilt of the blade, overhead guard and riving knife
 - Saw blade typically 1x tooth height above material to be cut unless cutting joinery. Locking nut must be released and re-tightened with each adjustment
 - Riving knife must be no further than 12mm from the back of the blade and just below level with the top of the blade. Adjustments must only be made by tutor if required, you are not permitted to adjust riving knife
 - Overhead guard as close as practical to the top of the blade
- You are not permitted to change blades. If a blade needs changing, ask your tutor

Operation:

1. Ensure the blade is not in contact with the workpiece or fences and start the machine using the 2 stage on/off switch - click to stage 1 until peak revs then click to stage 2. For the Altendorf saw, the lever isolator switch will need to be turned on and the green start button pressed before the 2 stage on/off switch will activate.

For cross cutting (short cuts across the grain):

1. Place the workpiece against the sliding arm fixed fence (right angle) or adjustable fence (set at appropriate angle to the blade).
2. Set length stops.
3. Hold the workpiece firmly against the fence and down onto the table with two hands. One hand against the workpiece and the other behind the fence so as to clamp the piece against the fence.
4. Ensure that hands/fingers are well clear of the saw blade.
5. Slide the workpiece forward smoothly into the blade until the cut is complete.
6. Move offcuts away from the blade with a suitable push stick. Never pass your hand beneath the overhead guard
7. On completion of the task, turn off the power by returning the 2 stage switch back to 0 and wait until the blade stops spinning before removing any workpiece or off cut that are close to the blade. For the Altendorf saw, also turn off the lever isolator switch.
8. **Never** use the rip fence for cross cutting unless it is pulled back in front of the saw blade and used in conjunction with the sliding table as a length stop only.

To shoot and edge straight and square:

1. First clamp front wedge against sliding arm fence.
2. Hold the workpiece firmly down on to the table and push against the front wedge to lock it in position. Use the back wedge to lock the board in position, pushing towards the front wedge; one hand gripping the wedge and the other hand gripping the sliding table.
3. Slide the table forward into the blade maintaining a constant, moderate speed until the cut is complete.
4. On completion of the task, turn off the power by returning the 2 stage switch back to 0 and wait until the blade stops spinning before removing any workpiece or off cut that are close to the blade. For the Altendorf saw, also turn off the lever isolator switch.

For ripping (long cuts with the grain):

1. Position the fence at the appropriate distance from the blade and lock it in place.
2. For long lengths, to avoid overbalancing or losing control – get an assistant to ‘tail out’. The operator should always be in control of the cut, the assistant should only support the workpiece as appropriate and not attempt to interfere with the cut.
3. Ensure that the board is in continuous contact with the fence or ‘kick back’ may occur and/or the cut will be inaccurate. As you push the workpiece, momentum should be forward and also slightly towards the fence.
4. **Always use a push stick in your right hand when finishing the cut and push past the back of the blade but never position your hand with momentum towards the blade.**
5. Retrieve the workpiece from behind the blade

- On completion of the task, turn off the power by returning the 2 stage switch back to 0 and wait until the blade stops spinning before removing any workpiece or off cut that are close to the blade. For the Altendorf saw, also turn off the lever isolator switch.

For joinery tasks:

- Ask your tutor to set up the saw for joinery tasks.

Remember:

- Avoid loose clothing, tie back long hair, remove jewellery
- Wear PPE (safety glasses, ear protection, dust mask)
- Always use overhead guard and riving knife
- Adjust blade to appropriate height - generally about a tooth height above the workpiece thickness for through cuts. Locking nut must be released and re-tightened with each adjustment
- Check that blade is at right angles to table surface (or at appropriate angle)
- Use only one fence at any time (unless in cases as per crosscutting point 8)
- Use a suitable push stick for short or narrow timber and in removing offcuts from the
- Do not rip short material (less than 300mm). Use bandsaw insteadtable
- Keep hands away from blade
- Position body outside the path of any potential flying offcut
- Get assistant to 'tail out' for long lengths
- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor. If the belts are screaming, you're working it too hard!
- On completion of the task, turn off power using on/off switch (not E Stop)
- Never leave the saw running unattended

Housekeeping:

- Leave the saw and floor area in a safe, clean and tidy state

Think safety - Never position your hands with momentum towards the blade

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

*Router Table

Use for:

- Edge profiling
- Rebating
- Trenching
- Copy routing

Potential hazards:

- Exposure to moving and rotating components - Accidentally touching the rotating bit, particularly large diameter bits, can cause serious injury to fingers and hands.
- Eye injury
- Material kickback - Kickback that can occur if the bit grabs the work-piece and throws it at high velocity from the table. Safe feed direction to avoid kickback is from right to left with very few exceptions, the work-piece always moves against the rotation of the bit which on a router table is from right to left. Making a mistake with feed direction can easily initiate a very dangerous kickback with little or no warning. If the wood is introduced from left to right in the same direction as the bit is rotating the bit cutter edges instantly grip and eject the wood, leaving your empty hands dangerously close to the cutter. This situation is particularly dangerous because the force you were applying to the wood before it kicked immediately causes your now empty hands to lurch toward the bit. Serious injury can be the instantaneous result.
- Noise
- Fire

Preliminary safety checks:

- Note position of on/off switch
- Note position of fire extinguisher
- Ensure all guards and safety devices (push sticks and pads) are in position and accessible
- Work area is clean and free from obstructions and trip hazards
- Dust extraction operational. Hoses are connected

Operation:

1. Removal of the existing bit - remove the table ring, unlock the lift mechanism and fully raise the router. Use 2x spanners to unlock the bit and store the bit securely in the appropriate drawer to avoid damage to the bit.

2. Select the appropriate bit, collet and table ring.
3. When fitting the bit, don't bottom out the bit in the collet or partially insert the bit. Instead, completely insert the bit, and then back it out approximately 1 to 2mm and make sure the collet nut is securely tightened with both spanners. **Always double check this with your tutor before turning on the machine.**
4. Adjustments to be made or checked:
 - Height of cutter - adjust and lock
 - Fence - adjust back to desired depth and adjust left and right fences so that the mouth opening is as close as possible to the diameter of the bit. Otherwise the mouth of fences must be closed when not in contact with the bit.
 - Featherboard or guide rollers - position as close as possible to cutter with only slight pressure between workpiece and table/fence.
 - Blade guard - position the guard above the workpiece.
 - Guide pin - only used for freehand work and only with bits with bearings. Position on the right side of cutter so that the workpiece is supported by pin when in operation
5. Reduce the router speed to its lowest setting when using a large diameter bit.
6. Turn on dust extraction.
7. Ensure the bit is not in contact with the workpiece or fences and start the machine.
8. Make a test cut. Always ensure that the work-piece is held firmly down against the table and against the fence or bearing guide and, whenever practical, use featherboards to support the work-piece against the table and fence.
9. Take light cuts. Make multiple cutting passes removing only a few mm on each pass. Heavy cuts invite problems and often lead to tear out. If necessary, move the fence to reduce the depth of cut, or if using a bearing guided bit switch to a larger guide bearing or lower the cutter to make lighter cuts.
10. Don't force the work-piece into the bit or overload the router. Feed the work-piece at a steady speed.
11. Freehand cuts (i.e. without the fence to support the work-piece) must be done with a bearing bit. Also use the guide pin to support the work-piece at the start of the cut.
12. Avoid shaping very small stock. Instead, shape a larger piece and reduce it in size afterwards. If you must shape a small piece, build an appropriate jig or secure the work within the jaws of a wooden handscrew clamp.

Remember:

- Avoid loose clothing, tie back long hair, remove jewellery
- Wear PPE (safety glasses, ear protection, dust mask)
- Keep hands away from the blade and never in a direct path towards the blade
- Use push sticks whenever close to bit
- Never start the router with the bit in contact with the workpiece
- Do not attempt to clear shavings from the router table while the router is running

- Listen for machine faults. If the machine sounds wrong or unusual, report immediately to your tutor
- Never leave the router running while unattended

Housekeeping:

- On completion of job, turn off power to router and dust extractor
- Leave the router table and floor area in a safe, clean and tidy state
- It is ok to leave the bit set up in the router

Think safety - never position your hands with momentum towards the blade

	Date	Tutor signature	Student signature
Training provided. Tutor and student are confident for student to operate machine unsupervised			
Cancellation of unsupervised use of machine due to unsafe/incorrect operation. Student will not operate machine unsupervised			

Terms and Conditions

Below are the Studio Dubbeld Terms and Conditions.

Anyone accessing the space must agree to these terms and conditions before signing up. Each student must receive theoretical and practical instruction in the safe use of all tools and machinery, from a Studio Dubbeld tutor in order to use equipment in the workshops in any capacity (supervised and unsupervised).

Liability Waiver:

I hereby assume the following risks

- Any damage, loss or theft incurred to personal property and/or equipment that I bring into Studio Dubbeld, or generate/create in any area of Studio Dubbeld.
- Any bodily injuries or damages that I may sustain as a result of participating in any class, workshop, or program and/or using any machine or equipment owned by or incurred on Studio Dubbeld property or premises.

Signature: _____
Date: _____

Photo Release:

I consent that Studio Dubbeld has full and unrestricted publishing and use rights for any photographs (digital or print) taken on the Studio Dubbeld premises by Studio Dubbeld employees in which my image or any of my materials or art, either brought in or created/generated at Studio Dubbeld, appears. I hereby release, discharge, and agree to hold harmless Studio Dubbeld from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form whether intentional or otherwise, that may occur or be produced in the taking of said picture or in any subsequent processing thereof, as well as any publication thereof, including without limitation any claims for libel or invasion of privacy.

Signature: _____
Date: _____

Storage:

I agree that any materials, projects or any other belongings are left at my own risk

I agree that any materials or unfinished projects left at the School for a period longer than 6 months after my most recent lesson will automatically attract a \$2.50/week storage fee and projects not collected within 12 months will become the possessions of the School to use or dispose of as it sees fit, unless prior arrangements have been made with the Instructor.

Signature: _____

Date: _____

Class Cancellations

I agree that in the event of any planned absence, upcoming bookings must be cancelled to avoid being deducted the full fee for that booked class. I agree that cancellations must be self managed either by using our on-line booking system (preferred) <https://booking.studiodubbeld.com> , or giving notice in writing (SMS, facebook or email) to your tutor

I understand that a text message will be sent to me 72 hours prior to my next upcoming class as a reminder

I agree that cancellations made with more than 48 hours notice of my upcoming class will not attract a fee

I agree that if I give less than 48 hours notice to cancel my upcoming class, a cancellation fee of half the full class fee will be deducted from my Studio Dubbeld account at the beginning of the class

I understand that if I neglect to cancel my upcoming class, the full class fee will be deducted from my Studio Dubbeld account

Talk to your tutor if you need clarification on this prior to signing

.

Signature: _____

Date: _____

Student Details:

Name: _____

Address : _____

Mobile: _____

Email: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Medical Conditions:

Do you agree to all the terms of this agreement as stated above:

Date: _____

Signature _____

Let's Get Building.