

PARTNERS



South Eastern Regional College has been created to deliver the training services previously offered by the East Down, Lisburn and North Down and Ards Institutes. This new college will provide high quality and innovative training services to over 36,000 learners utilising our 1200 experienced staff and specialist facilities. As the only college in Northern Ireland to have 5 Centres of Excellence the South Eastern Regional College is committed to the development of a skilled workforce.



ConstructionSkills in Northern Ireland is the Sector Skills Council for the whole construction industry from contractors

to professional firms. It is a partnership between CITB NI, CITB – ConstructionSkills and the Construction Industry Council (CIC). Focusing on improving business performance by tackling the three key issues of new entrants; skills gaps and shortages; and qualifications and training provision. Our role is to improve the skills and productivity of the industry by engaging employers to determine their skills needs and by influencing government and stakeholders to meet those needs through the supply of training provision.



The Federation of Master Builders is the construction industry's largest trade association and represents 13,000 firms. The role of the FMB is to provide an industry focus for small and medium sized building firms, to promote excellent standards in

craftsmanship and assist builders to continually improve levels of building performance and customer service. The FMB logo is widely accepted as being "The sign of building quality" and dependable service.

WORKSHOPS

Machine safety – guarding and braking

Woodworking machinery is responsible for a third of the major injury accidents in the woodworking industry. Circular saws, vertical spindle moulders and surface planers are involved in two thirds of accidents. Other major injuries are caused by kickbacks of timber and ejected cutters. This essential workshop will demonstrate the correct guarding and operation of these high risk machines and explain how to comply with the new laws relating to braking and limited cutter projection tooling.

Wood dust and local exhaust ventilation (LEV)

Wood dust is one of the four main hazards associated with working in the woodworking sector. Wood dust causes asthma. Carpenters and joiners are 4 times more likely to get asthma compared with the UK working population. The workshop will explain the health risks associated with working with wood; Workplace Exposure Levels (WELs), and your duty as an employer to keep the levels of wood dust as low as possible. This workshop will demonstrate how to control wood dust levels in the workplace by using extraction or local exhaust ventilation, LEV and, in particular, it will look at the importance of the design, use and maintenance of LEV systems.

Manual handling

Manual handling injuries are the largest single kind of reported injury in the woodworking industry- around 30% of all reported injuries every year. Workplace manual handling injuries can mean long term health problems for individuals and have serious financial implications for employers. This workshop will focus on assessing and managing the risks from manual handling tasks within the woodworking sector and there will be a demonstration of suitable lifting aids.

Noise at work

Some of the noisiest working environments are found in the woodworking industries. People who are exposed to high noise levels, even for a short time, may experience hearing loss. This workshop will look at the typical noise levels associated with woodworking machinery and offer practical free advice on how you can comply with the regulations introduced in 2006. You will also learn about the different types of hearing protection, how to assess the noise in the workplace, and what information is freely available to help you.

Risk assessment

Risk assessment lies at the heart of effective health and safety management but a common misconception is that it is a long and complex process. This session will remove the mystery often associated with risk assessment and a practical explanation will take you through the simple steps involved.

Forklift trucks - driver training and maintenance

Forklift trucks (FLT) are familiar vehicles in many businesses and are often considered essential. However, they are involved in a large percentage of accidents in workplaces. Many of these accidents are due to operators not having enough training and poor truck maintenance. This workshop will cover driver training including refresher training and how to maintain your FLT.

WOODWORKING HEALTH & SAFETY WORKSHOP

I-N-V-I-T-A-T-I-O-N

Are you breaking the law on machine safety?

Wednesday 28th October 2009

9.00am – 2.00pm

South Eastern Regional College, Lisburn

Held in a practical setting, topics covered include:

- Machine safety - guarding and braking
- Wood dust and local exhaust ventilation (LEV)
- Manual handling
- Noise at work
- Risk assessment
- Forklift trucks - training and maintenance



HEALTH & SAFETY WORKS NI



Health and Safety Works NI, in partnership with ConstructionSkills in Northern Ireland and the Federation of Master Builders would like to invite you to a health and safety workshop designed specifically for the Northern Ireland woodworking industry.

With the final phase of regulations which relate to the braking of woodworking machinery taking effect from December 2008, this workshop is both timely and relevant. Following a recent survey, your industry asked for guidance on how to comply with these regulations, advice on guarding woodworking machinery and help with risk assessment. In addition to these topics, the half day workshop will also focus on the other main hazards of working in the woodworking industry including controlling wood dust with local exhaust ventilation, manual handling, managing workplace noise and driver training and maintenance of forklift trucks.

This event will be of benefit to business owners, HR managers, production managers and safety officers across a range of woodworking businesses - from kitchen manufacturers to shop fitters to site joiners. Everyone attending the workshop will receive a copy of the excellent Woodworking Approved Code of Practice as part of their information pack.

This is your chance to learn what you can do to prevent accidents from happening in your workplace. Can you afford not to attend? Early registration is recommended as places are limited but a reserve list will be drawn up and extra places may become available. We look forward to meeting you on the day.

Donna McCullough

Donna McCullough
Senior Adviser, HSWNI

Audrey Haggan

Audrey Haggan
Principal Adviser, HSWNI



HEALTH & SAFETY WORKS NI
ADVISING SMALL BUSINESSES

Health and Safety Works NI is a free and confidential government service set up specifically to help small businesses across Northern Ireland manage their health and safety. HSWNI offers trusted and reliable advice and mentoring through a "one-to-one" visit with the business.

9.00am Tea, coffee and registration

9.25am Welcome and opening remarks

9.40am Workshops

- **Machine safety - guarding and braking**
- **Wood dust and local exhaust ventilation (LEV)**
- **Manual handling**
- **Noise at work**
- **Risk assessment**
- **Forklift trucks - driver training and maintenance**

12.55pm Closing remarks

1.00pm Lunch

Workshop booking details:

When?

Wednesday 28th October 2009
9.00am - 2.00pm

Where?

South Eastern Regional College
39 Castle Street
Lisburn
County Antrim
Northern Ireland
BT27 4SU

How much?

£20 per delegate. Price includes lunch and information pack including the Woodworking Approved Code of Practice.

Parking facilities:

Free parking in car park opposite college



Who do I contact?

Paula Napier, HSWNI
Phone: 028 9040 8007
Fax: 028 9040 8040
Email: hswni@detini.gov.uk

Please complete in capital letters and copy for each delegate attending

Delegate name: _____

Job title: _____

Company name: _____

Address: _____

Town: _____ Postcode: _____

Phone: _____

Email: _____

Please tick as appropriate

I enclose a cheque for £ _____

Please invoice me at the address above.

Do you require a vegetarian meal Yes No

Please outline any other special requirements such as physical or dietary

Delegates should wear steel toecapped safety boots.

Please make cheques for £20 per delegate payable to **HSENI** and return using the prepaid envelope to HSWNI, 42/44 Rosemary Street, Belfast, BT1 1QE.

Confirmation of booking will be issued upon receipt of registration form.

Refunds will only be made for cancellations received, in writing, before 19th October 2009. No refunds will be given after this date.

hswni
CONTROLLING RISK TOGETHER

Health & Safety Works NI is the small business advisory service of the Health and Safety Executive for Northern Ireland, the regional health and safety authority.