

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 020 – DUST COLLECTOR - FIXED DUST EXTRACTION SYSTEM

1. PURPOSE AND SCOPE

Minimum requirements for safe operation and routine user care of fixed dust extraction systems at Illusions Australia.

Applies to fixed ducted collectors serving woodworking and other approved dust-generating equipment.

2. AUTHORISATION AND COMPETENCY

Only instructed workers may operate normal controls and perform approved routine checks.

Internal servicing, electrical work, fan access or tasks exposing workers to hazardous moving parts/dust accumulations require authorised competent persons and isolation.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Eye protection for cleaning/inspection tasks.
- Hearing protection where required.
- Safety footwear.
- Respiratory protection suitable for the dust when emptying/cleaning filters or collection bins.
- Gloves for handling collection bags/bins where appropriate.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Collector, ducting, hoses and guards appear serviceable.
- Collection bins/bags are correctly fitted and not overfilled.
- Filters are serviceable.
- Duct gates are correctly configured.
- No significant leaks or blockages are evident.
- Discharge/ventilation arrangement is unobstructed.
- Ignition sources and incompatible dusts are controlled.
- Connected machines have adequate extraction airflow.

5. SAFE OPERATING PROCEDURE

1. Start extraction before connected dust-producing machinery.
2. Open/position required blast gates.
3. Confirm adequate airflow at the machine.
4. Operate connected machinery only while extraction remains effective.
5. Monitor for reduced suction, leaks, unusual noise or overheating.
6. Empty collection bins/bags before overfilling using the approved method.

7. Stop connected machinery if extraction fails.
8. Shut down extraction after dust-producing equipment has stopped, allowing appropriate clearing time.

6. PROHIBITED PRACTICES

Workers must not:

- Operate with missing guards or open fan access.
- Reach into ducting, fan, rotary valve or moving parts while energised.
- Allow bins/bags to overfill.
- Use compressed air to create airborne dust during cleaning.
- Introduce hot sparks, burning material or incompatible substances into a collector not designed for them.
- Ignore loss of airflow or significant leaks.
- Undertake internal maintenance without isolation.

7. COMBUSTIBLE DUST AND FIRE

Fine timber/MDF dust can burn rapidly and accumulated dust increases fire risk.

- Prevent hot material and ignition sources entering the system.
- Maintain housekeeping around the collector.
- Investigate smoke, burning smell or unusual heat immediately.

8. BLOCKAGES AND MAINTENANCE

Clearing blockages can expose workers to stored energy, moving machinery and concentrated dust.

- Stop and isolate the system before opening ducts or accessing hazardous parts.
- Use suitable respiratory protection.
- Only authorised persons perform internal servicing.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop for smoke/fire, abnormal heat, fan vibration, damaged ducting, electrical fault, blocked airflow or failed guards.

Isolate and prevent connected equipment from generating further dust until rectified.

10. SHUTDOWN AND HOUSEKEEPING

- Shut down in the correct sequence.
- Empty bins/bags safely when required.
- Clean surrounding settled dust by vacuum or suitable method.
- Ensure access panels are closed.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate energy sources where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.

5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Extraction airflow is inadequate.
- Fire/smoke is suspected.
- Guards or ducting are damaged.
- Collector is overfilled or blocked.
- Required isolation cannot be achieved.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 020 – Dust Collector - Fixed Dust Extraction System
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Prepared By	Aidan McDonnell
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