



# Member Accreditation

## Picture Framing

G4

The Shed has all the necessary equipment and a large range of materials to suit almost any picture framing project.





The Shed provides items such as welding masks and gloves.

Members are required to provide their own footwear, eyewear, hearing protection and masks.

## Safety

This is a very high priority for our Shed members. There are some aspects that are mandatory under our insurance policies and some which the The Shed requires members to adhere to for everyone's benefit.

### The Shed Safety Induction

It is a requirement of attendance at The Shed that members have reviewed the Safety Induction Presentation

### Personal Protective Equipment

This is required in various forms depending upon the equipment being used or the activity being undertaken.

Protective eyewear is always mandatory when using machinery.

The Shed schedules a Coordinator and a First Aid Safety Officer for each day of attendance and their safety directions are final and must be adhered to.

## Framing

### FRAME

White or neutral colour

### GLASS

Conservation glass, clear, 99% UV protection

### MAT BOARD

100% cotton, lining-free and acid free

### ARTWORK

### MOUNTING BOARD

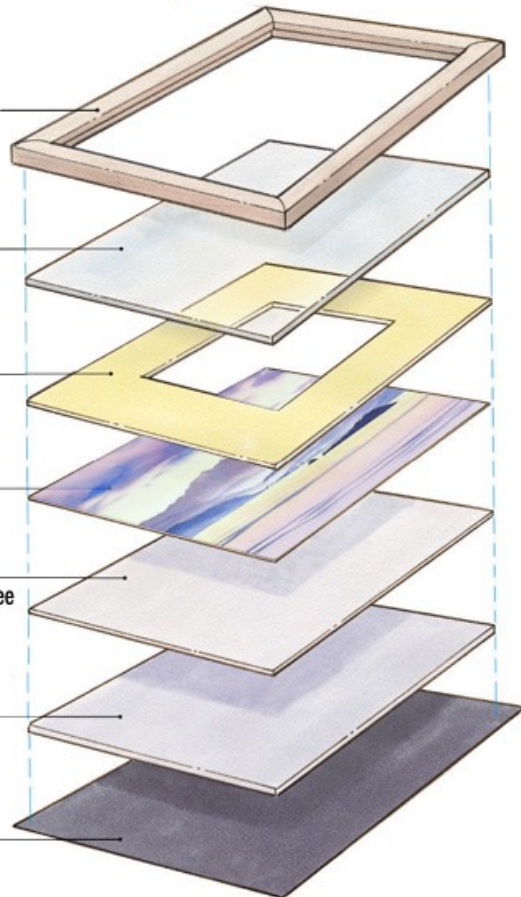
Conservation mat, 100% cotton, lining-free and acid free

### BACKER BOARD

Archival foam core, lining-free and acid free

### DUST COVER

Acid-free frame-backing paper



The key features of the Framing Equipment must be understood and be capably demonstrated during competency assessment. Competency will be assessed on both knowledge of key features and demonstrated safe operation of the Framing Equipment. This procedure must be read in conjunction with related equipment manuals and Framers must also have been accredited with the Shed's Induction Package.

Knowledge of Key features of all Picture Framing Equipment and associated Manuals must be understood and clearly evident during competency assessment. Safe operation of the Picture Framing Equipment must also be demonstrated.

This document applies to

- Mat/Mount (Backing board) Cutter - Keencut Laser
- Glass cutting
- Mitre Cutter or Guillotine (Frame Molding Cutter - Chopper) - Dan-Clip
- Underpinner/V-nailer - Heinz Teichert



Acute vision is needed when making accurate measurements and cuts, hence persons who have had a driver's licence renewal declined because of vision failure or others with poor eyesight, should not operate the Framing Equipment.

### **Key Features of Mat/Mount (Backing board) Cutter - Keencut Laser**

The mount/mat cutter has two cutters

- a vertical mat cutter, and
- a bevel (45 Degrees) cutter.

Both incorporate a very sharp blade which requires regular checks and replacement if not sharp enough for cutting.

Various 'stops' are used to accurately gauge cut lengths.

'Outside' mat dimensions are vertically cut first then, after removal of the vertical blade, the inside bevelled cuts are made to enable removal of the inner section.





## Critical Safety Issues and Procedures for Mat/Mount (Backing board) Cutting

- The work area should be clean of dust and other obstacles, and should be left that way at completion of work.
- Framers should have clean hands prior to handling mat or backing board.
- Light should be adequate to ensure clear vision of markings and measurements.
- Fingers should be kept away from the cutting blades as they are extremely sharp.
- Utmost care should be taken when replacing the cutting blade. This should be done by or in the presence of the Framing Coordinator.
- For guidelines on how to use the mount/mat cutter refer to the operating manual.



## Key Features of Glass cutting

- When cutting glass, never go over a score twice. Deeper Is Not Better!
- Practice cutting on scrap glass first before cutting important glass to the exact size.
- Take the cutter, dip it into a cap of oil, if not using a self-lubricating cutter (ours is), and grip it as if it was a pencil before scoring by drawing a line across your glass from the top edge. Glass is cut in a top to bottom direction. Wipe away the oil smear to see the score line. If you cannot see it, you need to apply more pressure but a new cutting location is first required.
- Keep the same pressure on the cutter throughout scoring.
- Make sure your glass cutter firmly drops off the edge and onto the cover of your glass cutting table.
- Assuming you can now see an unbroken line, you can break the glass by placing a thin timber packing strip under the last centimetre of the cut before pressing down on the waste side.



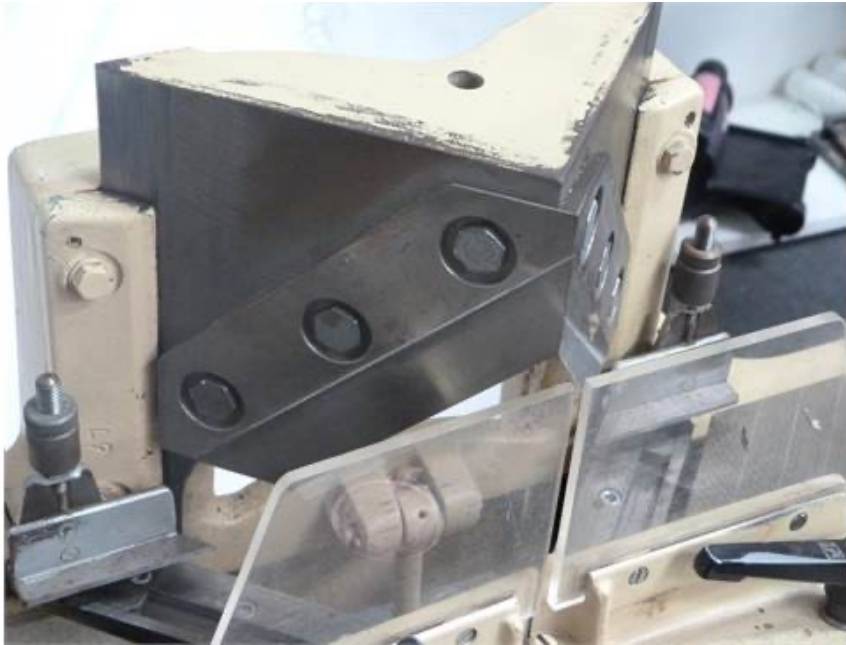
Wearing gloves is highly recommended

## **Critical Safety Issues of Handling Glass and Glass Cutting**

- Covering of the glass cutting area with a blanket, towel or the like before starting is mandatory.
- Handling and transport of glass to the work area should be done in a vertical position, and it is advisable to have two people in attendance. These conditions especially apply for larger panes.
- Wearing of gloves, as well as safety or solid shoes, is highly recommended when handling and cutting glass.

### **Wearing of safety glasses is mandatory.**

- Beware of all surfaces in the glass cutting area which are likely to be covered with tiny glass fragments.
- Handle all glass edges with extreme care. They are extremely sharp before grinding and/or polishing.
- Make sure all glass fragments etc are completely cleaned up and safely disposed of when finished.



Dan-Clip Mitre Cutter

## Key Features of Mitre Cutter (Guillotine – Frame Molding Cutter) - Dan-Clip

- The mitre cutter has two extremely sharp cutting blades positioned at 45 degrees to the right and left of the moulding longitudinal support-fence.
- The blades require regular checks and replacement when not sharp enough for cutting.
- Instructions as to how to replace the blades are contained in the operating manual located at the framing corner's work bench.
- The rebate of the moulding being cut is supported by two adjustable rests. These must be set to the correct height when the back of the moulding is resting firmly on the work table of the device.
- An adjustable foot pedal has been set at the appropriate height and is used to activate the cutting action of the blades.(Kept locked when not authorised for use)
- Small “bites” are taken to work the cut surface back to the required position. The machine is only suited to cutting picture framing moulding.
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## Safety First

- Any small pieces of framing material near the blades should be removed using a push stick.
- Outmost care should be taken when replacing the cutting blades. This is only to be done by the Framing Coordinator.
- For guidelines on how to use the mitre cutter refer to the operating manual.

## Critical Safety Issues and Procedures for Mitre Cutter (Guillotine – Frame Mold Cutter)

The work area should be clean of dust and other obstacles, and should be left that way after use.

Light should be adequate to ensure clear vision of cutting measurements and workpiece.

Fingers should be kept away from the cutting blades at all times when cutting. These blades are very sharp.

The polycarbonate guards must be in place to help prevent finger exposure to the blades.

A height adjustable support stand is available for long lengths of moulding but care must be taken to only allow overhang of mouldings across floor area when necessary to avoid unnecessary obstruction.

Care should be taken to keep the floor-positioned foot clear from under the pedal when it is activated.

Only softer moulding timbers are to be cut on the machine. It is not to be used for box construction as this will overload the machine and is likely to damage the blades.

## Key Features of Underpinner/V-nailer - Heinz Teichert

(Coordinator to supervise & access by key to padlock)

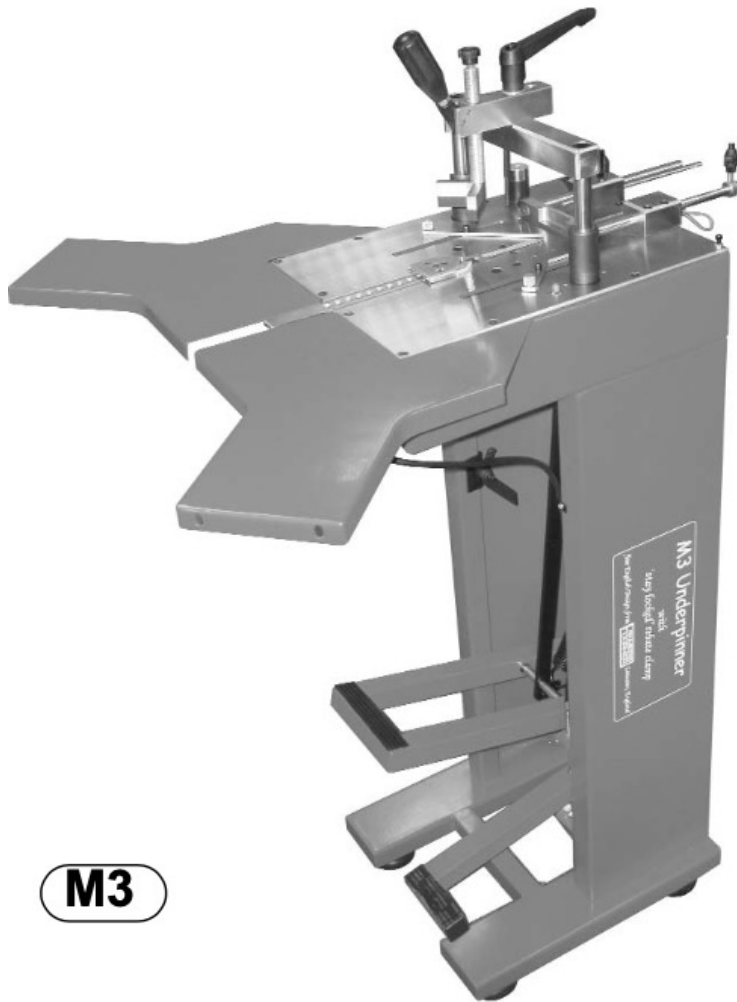
The Underpinner/V-nailer can insert into the backs of frame corners, a variety of shapes and sizes of V-nails (wedges). The V-nails used depends on the height and shape of the mouldings. These V nails secure frame moulding corners.

The machine has multiple foot pedals for various functions including locking frames in place and nail insertion. This allows the operator to have hands free to manipulate the clamping screw and frame being nailed.

It is usual to insert at least two V nails in each corner joint however very small frame mouldings may only accommodate one nail.

Instructions as to how to replace the V-nails (wedges) are contained in the sample operating manual located at the framing corner's work bench. **(Please note that the original operating manual till date has not been located).**

**Is this our machine ? I have the manual.**



**M3**

Heinz Teichert Underpinner



## On Completion

- Ensure that on completion of your framing activity the area is thoroughly cleaned, especially of glass and glass fragments.
- Off-cuts of glass, frame, mat and backing board must be appropriately disposed of.

## Critical Safety Issues for Underpinner/V-nailer

- The work area should be clean of dust and other obstacles, and be left that way after work has been completed.
- Light should be adequate to ensure clear vision of the alignment and mating of corners of the moulding held in the machine.
- Fingers should be kept away from the V-nail (wedge) area at all times when underpinning.
- Care should be taken when replacing the V-nails (wedges) and this should be done in the presence of the Coordinator.
- For guidelines on how to use the Underpinner/V-nailer refer to the sample operating manual.