



Scouts SA – Safe Operating Procedure

WHS-SOP-024

JIG SAW

DO NOT use this equipment unless you have been instructed in its safe use and operation, and have been given permission

PRECAUTIONS

 <p>Safety glasses must be worn at all times in work areas.</p>	 <p>A suitable filter mask should be worn</p>	 <p>Sturdy footwear must be worn at all times in work areas.</p>
 <p>Close fitting/protective clothing must be worn.</p>	 <p>Hearing protection must be worn.</p>	 <p>DO NOT wear gloves when operating this machine.</p>

This SOP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with manufacturer's instructions. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

Electronic version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

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PRE-OPERATIONAL SAFETY CHECKS

- ✓ Check that the work area and walkway are free of obstacles and trip hazards
- ✓ Ensure you are familiar with all machine operations and controls.
- ✓ Check the jigsaw, the blade, and power cord for signs of damage
- ✓ Ensure the equipment has a current electrical test tag
- ✓ Locate and ensure you are familiar with the operation of the ON/OFF starter.
- ✓ Ensure table and work area is clear of all tools, off-cut timber and sawdust.
- ✓ Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

- ✓ Examine the material to be cut for splits, loose knots & nails, etc.
- ✓ Ensure the material is secure & well supported.
- ✓ Check the underside of the cut to ensure that the blade will not cause any damage or be obstructed.
- ✓ Allow the machine to reach full speed before starting a cut – always saw at a moderate rate.
- ✓ Keep hands away from in front of the cutting operation.
- ✓ Do not apply excessive force to the material being cut.
- ✓ Take care when cutting curves to ensure that the blade does not twist or bind. - if necessary drill small holes.
- ✓ If the blade binds, release the switch immediately – free the blade & inspect for damage.
- ✓ Do not allow waste to accumulate on or around the saw blade or the work piece. Ensure that off-cuts will not cause binding, or fall on your feet.

- ✓ On completion, wait for the blade to stop moving before lifting the jig saw from the work piece, and then rest the saw on its side, protecting the blade.
- ✓ Before making any adjustments, or replacing the blade, disconnect the plug from the power source and bring the machine to a complete standstill.

CLEANING UP

- ✓ Turn off power
- ✓ Use brush or tool to clean up sanding residue.
- ✓ Leave the machine and the workspace in a safe, clean and tidy state

POTENTIAL HAZARDS AND INJURIES

- ⓘ Airborne dust.
- ⓘ Contact with blade.
- ⓘ Eye injuries.
- ⓘ Noise.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not exceed the maximum cut for the machine.
- ✗ Do not cut more than one workpiece at a time.
- ✗ Do not start the saw with the blade touching the workpiece. Allow the blade to reach full speed first.
- ✗ Do not cut branches, dowel, or wood with embedded nails or screws

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