



# Scouts SA – Safe Operating Procedure

## WHS-SOP-020

### Circular Bench 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 are to be worn at all times in work areas.</p>	 <p>Hearing protection is to be used.</p>	 <p>Sturdy footwear is to be worn at all times in work areas.</p>
 <p>Dust masks are to be worn</p>	 <p>Close fitting/protective clothing is to be worn</p>	
 <p>Gloves must not be worn when using this power tool</p>	 <p>No foot traffic around work area</p>	 <p>Rings and jewellery are not to be worn.</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.*

Document Title: WHS-SOP-020 Safe Operating Procedure – Circular Bench Saw

Version: 1.1      Last reviewed: 15/06/2023      Review due 15/06/2023

Document Controller      Risk and Compliance Manager      Page 1 of 2

## PRE-OPERATIONAL SAFETY CHECKS

- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted).
- ✓ Inspect lead and plug for damage and current test tag.
- ✓ Check that all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure guards are set to the minimum clearance from the workpiece being cut.
- ✓ Ensure all locks are securely tightened.
- ✓ Report suspect equipment immediately. Do not start a suspect machine.
- ✓ Ensure table and work area is clear of all tools, off-cuts of timber and sawdust.
- ✓ Ensure that foot traffic cannot interfere with work area.
- ✓ Wear appropriate personal protective equipment.
- ✓ Start the dust extraction system before using the machine.

## OPERATIONAL SAFETY CHECKS

- ✓ Do not cut freehand
- ✓ Allow the saw blade to reach maximum speed before commencing cut.
- ✓ Use a push stick (at least 400mm long) to guide timber through the saw.
- ✓ Always stand to one side of the line of cut.
- ✓ Never remove offcuts or sawdust from the saw table while the saw is running.
- ✓ Before making any adjustments switch off the saw and ensure all parts are at a complete standstill.
- ✓ Never leave the machine running unattended.
- ✓ Remove the rip fence when using the mitre blade.
- ✓ Make sure someone else “tails out” when cutting long material.
- ✓ Check that the material to be cut is secured and unable to move accidentally.
- ✓ Ensure protective equipment and measures are in place.

- ✓ Position feet to provide a comfortable balance.
- ✓ Allow the saw to reach full speed before starting the cut
- ✓ Push the saw smoothly and continuously through the cut.
- ✓ Secure any large cut offs before they are allowed to break off.
- ✓ Take finger off trigger as soon as you are no longer cutting.
- ✓ Check guard has returned to cover blade.

## ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Leave the machine in a safe, clean and tidy state.

## POTENTIAL HAZARDS AND INJURIES

- ⓘ Saw may grab and ‘kick back’ towards operator
- ⓘ Flying chips and airborne dust
- ⓘ Contact with rotating blade
- ⓘ Eye injuries
- ⓘ Noise

## DON'T

- ✗ Do not use faulty equipment. Immediately report any suspect machinery.
- ✗ Do not exceed the maximum cut for the machine
- ✗ Do not cut more than one piece at a time.
- ✗ Do not rip solid timber along the grain.
- ✗ Do not start the saw with the blade touching the workpiece
- ✗ Do not cut branches, dowel or wood with embedded nails or screws
- ✗ Do not cut metal
- ✗ Do not hold workpiece with gloves, cloth, apron or pliers.

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

Document Title: WHS-SOP-020 Safe Operating Procedure – Circular Bench Saw

Version: 1.1      Last reviewed: 15/06/2023      Review due 15/06/2023

Document Controller      Risk and Compliance Manager      Page 2 of 2