



# 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

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

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 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.

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