Safe Work Procedure

**DO NOT use this machine unless you have been trained in its safe use and operation**

|  |  |
| --- | --- |
| Description of Work: | Using a Cold Metal Drop Saw |
| **Cold Metal Drop Saw** | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, exposure to noise, dust, projectiles, sparks and sharp objects. |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): |
| hand protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [x]  | [ ]  | [x]  | [x]  | [x]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation:* Ensure bench shears are securely fastened to a bench or purpose designed stand.
* Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Ensure guarding is in place.
* Ensure the appropriate blade is being used for the task.
* Ensure blade is in good condition.
* Identify ON/OFF switch and emergency stop button (if applicable).

2. Operation:* Check that saw runs ‘true’ and does not wobble.
* Keep hands clear of work piece and away from rotating blade.
* Back out on deep cuts to allow the blade to cool.
* Allow the blade to do the work without forcing the saw.
* Ensure guarding in place before saw is re-started.

3. POST-Operation:* Switch off saw before removing waste material from the table.
 |
| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
|  |  |  |