Safe Work Procedure

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

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| Description of Work: | Using a Power Hacksaw |
| SawMachine | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to heat, noise, projectiles, sharp objects, friction and sparks. |
| **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:* Task (e.g. Drawings, instructions, specifications etc.) is clearly understood.
* Identify ON/OFF switch and emergency stop button (if applicable).
* Ensure that work is securely clamped in the work vice.
* Check coolant delivery system to allow for sufficient flow of coolant.
* Faulty equipment must not be used.

2. Operation:* Ensure that work piece is secure.
* Support overhanging work and use appropriate signage if it presents a hazard.
* Keep clear of moving machine parts.
* Direct coolant onto blade before starting cutting.
* Never leave the machine running unattended.
* Before making adjustments or before cleaning waste material accumulations, switch off and bring machine to a complete standstill.

3. POST-Operation:* Switch off machine and store equipment machine in a safe and clean state.
* Ensure good housekeeping practices are in place to minimise dust build-up.
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| **Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process). |
| **Name:** | **Title:** | **Contact Details:** |
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