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 Radial Arm Saw |
| Radial Arm Saw | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to heat, noise, dust, projectiles 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]  | [x]  |
|  **Safe Work Procedure Checklist:** |
| 1. PRE-Operation:* 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 dust extraction is turned on prior to operation (if applicable).
* Identify ON/OFF switch and emergency stop button (if applicable).

2. Operation:* Check that saw runs ‘true’ and does not wobble.
* The work piece must be held against a fence.
* Allow the saw blade to obtain maximum speed before making a cut.
* Operate the saw with the left hand where possible, avoid reaching over the saw line and do not cross arms when cutting.
* When using the right hand to pull the saw across, keep the left hand well clear of the line of cut.
* Return the cutting head to the rear of the table after each cross cut.
* The maximum cut for the machine must not be exceeded.
* When cutting bowed timber place the bow against the table to avoid the saw binding.
* Before making adjustments switch off and bring the saw to a complete standstill.

3. POST-Operation:* Switch off the saw and reset all guards to a fully closed position.
* Make sure 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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