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: | | | Use of Tenon Saw - Electric | | | | | | | | |
| **Tenon Saw  bshn1640vs** | | | | | | **Potential Hazards:** Electrical hazard with the potential to cause harm through exposure to entanglement, impact and cutting, and slips/trips/falls. | | | | | |
| **Personal Protective Equipment (PPE) Required** *(Check the box for required PPE*): | | | | | | | | | | | |
| hand protection Gloves | | dust mask Face Masks | | safety gogglesEyeProtection | face shield Welding Mask | | foot protection Appropriate  Footwear | | hearing prot Hearing Protection | safety apron Protective Clothing | |
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| **Safe Work Procedure Checklist:** | | | | | | | | | | | |
| 1. PRE-Operation:   * Ensure equipment is serviced on a regular basis, tested and tagged and appropriate isolation procedures (e.g. lock out tags) are in place. * Ensure that the operator has been trained in safe work practices and appropriate PPE (e.g. eye protection) is available for use. * Ensure hair, loose clothing and rags etc. and any inappropriate jewellery (e.g. bracelets and long necklaces) is secured or removed. * Ensure that work piece is secured prior to cutting (e.g. clamped). * Operator to check for damaged electrical cords or accessories.   2. Operation:   * Ensure operator’s hands and body parts are kept clear of moving blade during operation and maintenance. * Ensure that the operator is wearing appropriate PPE (e.g. eye protection) whilst operating equipment. * Ensure appropriate cleaning and housekeeping practices are maintained.   3. POST-Operation:   * Ensure equipment is returned to its original location and appropriately stored and all debris and dust is removed from work area. | | | | | | | | | | | |
| **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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