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 protectionGloves | dust maskFace Masks | safety gogglesEyeProtection | face shieldWelding Mask | foot protectionAppropriateFootwear | hearing protHearing Protection | safety apronProtective Clothing |
| [ ]  | [ ]  | [x]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  **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.
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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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