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 Vertical Panel Saw | | | | | | | | |
| [Vertical Panel Saw  41CN1X6XB4L](http://images.google.com.au/imgres?imgurl=http://ecx.images-amazon.com/images/I/41CN1X6XB4L._SL500_AA280_.jpg&imgrefurl=http://www.amazon.com/Safety-Speed-Cut-H5-Vertical/dp/B00004Y2ML&usg=__3WbdfW9l7Lg9xx5TLGAlvUcc1JA=&h=280&w=280&sz=12&hl=en&start=19&um=1&itbs=1&tbnid=TLgRx_ViPZWUiM:&tbnh=114&tbnw=114&prev=/images?q%3Dvertical%2Bpanel%2Bsaw%26hl%3Den%26um%3D1) | | | | | | **Potential Hazards:** Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to noise, dust, projectiles and sharp objects. | | | | | |
| **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:   * Task (e.g. Drawings, instructions, specifications etc.) is clearly understood. * Check that all safety guards are in position and are set to the minimum clearance from the work being cut. * Ensure all locks are securely tightened. * Start the dust extraction unit before commencing work (if applicable). * Identify ON/OFF switch and emergency stop button (if applicable).   2. Operation:   * Allow machine to reach maximum revolutions before operating to avoid overloading. * Never remove off cuts whilst the saw is running. * Never leave the machine while it is running. * Switch off the saw and bring it to a complete standstill before making adjustments.   3. POST-Operation:   * Switch off saw and leave work area and machine in a safe and clean state. * Ensure good housekeeping practices are in place to minimise dust build-up. | | | | | | | | | | | |
| **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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