

## Safe Work Instruction - Saw - Circular

**DO NOT** use this plant\* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



Hearing protection must be worn



Foot protection must be worn



Protective body clothing must be worn

### POTENTIAL HAZARDS AND RISKS

- i Slip, Trips, Falls**  
Slip, trip, fall due to workspace and walkways not being made clear
- i Struck by Moving Object**  
Struck by moving object due to work pieces being ejected
- i Manual Task Injury**  
Manual task injury from awkward body posture  
Manual task injury from plant vibration
- i Other**  
Injury from contact with moving parts  
Irritation from excessive dust  
Injury due to kickback from sharp rotating parts  
Hearing damage from excessive noise
- i Cutting, Stabbing or Puncturing**  
Injury from work pieces being ejected  
Injury from sharp or flying object
- i Electrical Shock or Burn**  
Electrical shock or burn from damaged or poorly maintained electrical leads and cables
- i Exposure to Dust/Fumes**  
Exposure to Dust

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete visual plant check before operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Ensure appropriate blade is used, ensure blade is serviceable and correctly fitted
- ✓ Check the material for any defects such as warps or knots and foreign objects such as nails staples and screws
- ✓ Ensure the blade is the correct type for the material to be cut
- ✓ Ensure plant has a current electrical safety tag
- ✓ Ensure plant has a suitable and safe work area
- ✓ Ensure dust extraction unit is switched on before operating plant

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Check power lead is in good working order and does not create a trip hazard
- ✓ Start the saw with shoe in contact with the material, but the blade clear of the material

- ✓ Use both hands to operate the saw, one on the trigger handle and the other on the front knob.
- ✓ Keep your body to the left side of the blade, never in line with the saw blade just in case of kickback
- ✓ Keep blade path straight during cut to prevent "kickback"...avoid twisting
- ✓ Keep your hands/fingers away from the cutting area and moving blade
- ✓ Allow the saw to obtain full power before cutting
- ✓ Keep hands and power leads away from underneath the work
- ✓ If task requires the cut to be stopped within the material, release the switch, hold the saw securely and wait for the blade to stop before removing
- ✓ Ensure the retracting lower blade guard is fully returned and the blade has fully stopped before setting the saw down
- ✓ Before making adjustments bring plant to a complete standstill and isolate

### ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance, refuelling or cleaning
- ✓ Ensure plant is in good working order and stored in the appropriate location

**DO NOT**

- ✘ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✘ Do not leave plant running unattended
- ✘ Do not attempt to remove the saw from the material or pull it back while the blade is in motion
- ✘ Do not over reach when cutting material, keep proper footing and balance
- ✘ Do not support your material by hand. Secure to a bench or supports
- ✘ Do not start the saw with the blade touching the material
- ✘ Do not use in damp or wet conditions
- ✘ Do not wear loose jewellery
- ✘ Do not use mobile phone while operating plant

**\*Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.**