

## Safe Work Instruction - Saw - Cold

**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 Cutting, Stabbing or Puncturing**  
Injury from sharp or flying object  
Injury from sharp edges or burrs  
Injury from work pieces being ejected
- i Entanglement**  
Entanglement in moving parts
- i Manual Task Injury**  
Manual task injury from incorrect manual handling techniques
- i Other**  
Skin irritation from coolants  
Injury from contact with moving parts  
Contact with hot or cold parts of plants  
Hearing damage from excessive noise

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ 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
- ✓ Check workspaces and walkways to ensure that no slip/trip hazards are present
- ✓ Check power lead is in good working order and does not create a trip hazard
- ✓ Confirm plant has a current electrical safety tag attached
- ✓ Check coolant delivery system to allow for sufficient flow of coolant
- ✓ Ensure appropriate blade is used, ensure blade is serviceable and correctly fitted

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ Ensure no person or animal is endangered when operating plant
- ✓ Ensure that the work piece is securely held in the work vice
- ✓ Guard long material at both ends to prevent anyone from coming into contact with it
- ✓ Attention must be paid to unusual noises during the sawing process. Blunt or chipped saw-blades must be changed. Faulty or inadequate work-piece clamping must be corrected
- ✓ Swarf accumulations must only be cleared from the machine after it has been stopped

- ✓ Clean up and absorb any coolant spills immediately
- ✓ Before making adjustments or before cleaning swarf accumulations switch off and bring plant to a complete standstill and isolate

### ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance or cleaning
- ✓ Ensure all swarf is removed from the machine and disposed of correctly
- ✓ Ensure plant is in good working order and left in a safe, clean and tidy state

### 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 cut materials other than metals
- ✗ Do not attempt to cut very small items
- ✗ Do not force the saw into the workpiece. Use a slow and even feed rate
- ✗ 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.