

## Safe Work Instruction - Saw - Power Hack Saw

**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



High visibility clothing must be worn

### POTENTIAL HAZARDS AND RISKS

- i Entanglement**  
Entanglement in moving parts
- i Cutting, Stabbing or Puncturing**  
Injury from sharp edges or burrs  
Injury from contact with moving parts  
Injury from sharp or flying object
- i Exposure to Dust/Fumes**  
Exposure to Dust  
Exposure to other emissions released by the plant
- i Manual Task Injury**  
Manual task injury from awkward body posture
- i Other**  
Injury due to kickback from sharp rotating parts  
Burn injury  
Hearing damage from excessive noise

### 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 there is adequate lighting and ventilation in the area of operation
- ✓ Check workspaces and walkways are to ensure there are no slip/trip hazards are present
- ✓ Fit a suitable blade for the material and thickness to be cut. Ensure it is tensioned properly
- ✓ Ensure the material is tightly clamped in the work vice
- ✓ Check coolant delivery system to allow for sufficient flow of coolant

### OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Support overhanging work and signpost if it presents a hazard
- ✓ Select a suitable rate of downward feed. Do not use excessive feed that creates high force. Allow the blade to cut freely
- ✓ Ensure no one stands in front of the saw when it is started
- ✓ Be aware of where the piece being cut will go when cut through. Hold or use a support if necessary
- ✓ Direct coolant onto the blade before starting to cut
- ✓ Ensure saw is returned to the non-cutting position after each cut is made

- ✓ Before making adjustments or before cleaning swarf accumulations switch off and bring plant to a complete standstill

### ENDING OPERATIONS

- ✓ Switch off the machine when work is completed
- ✓ 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 cut very small items
- ✗ Do not cut material other than metal
- ✗ Do not cut material of a shape that cannot be held firmly in the vice without taking precautions.
- ✗ Do not place hands in line with the cut
- ✗ 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.