

SOP - Saw - Jig

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 SOP 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

- ⓘ Entanglement**
Entanglement in moving parts
- ⓘ Struck by Moving Object**
Struck by moving object due to work pieces being ejected
- ⓘ Slip, Trips, Falls**
Slip, trip, fall due to uneven or slippery work surfaces
Slip, trip, fall due to electrical leads obstructing walkways
- ⓘ Other**
Injury due to kickback from sharp rotating parts
Contact with hot or cold parts of plants
Hearing damage from excessive noise
- ⓘ Manual Task Injury**
Manual task injury from repetitive movements
- ⓘ Exposure to Dust/Fumes**
Exposure to Dust
- ⓘ Cutting, Stabbing or Puncturing**
Injury from sharp edges or burrs
Injury from contact with moving parts
- ⓘ Electrical Shock or Burn**
Electrical shock or burn from damaged or poorly maintained electrical leads and cables

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete visual plant check before operation
- ✓ Confirm plant has a current electrical safety tag
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Ensure plant has a suitable safe work area
- ✓ Plan a sawing procedure to minimise backing out
- ✓ Ensure you select the correct saw blade for the stock being cut and correctly fitted to jigsaw

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
- ✓ Examine the material to be cut for splits, loose knots and nails
- ✓ Ensure the work piece is secure and well supported
- ✓ Check the underside of the cut to ensure that the blade will not cause any damage or be obstructed
- ✓ Allow the machine to reach full speed before starting a cut – always saw at a moderate rate
- ✓ Keep hands away from the cutting operation
- ✓ Keep base in firm contact with the work piece

- ✓ Take care when cutting curves to ensure that the blade does not twist or bind, if necessary drill small holes
- ✓ If the blade binds, release the switch immediately, free the blade and inspect for damage
- ✓ If the blade breaks stop sawing immediately
- ✓ Before making adjustments bring plant to a complete standstill
- ✓ On completion, wait for the blade to stop moving before lifting the jig saw from the work piece and then rest the saw on its side, protecting the blade

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 use a bent or dull saw blade
- ✗ Do not plug in until all adjustments have been made
- ✗ Do not apply excessive force to the material being cut, allow the blade to do the cutting
- ✗ Do not insert or withdraw a blade from a cut or lead hole until the motor has stopped

- ✘ Do not allow waste to accumulate on or around the saw blade or the work piece. Ensure that off cuts will not cause binding, or fall on your feet
- ✘ Do not wear loose jewellery
- ✘ Do not use mobile phone while operating plant

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