

## SOP - Saw - Reciprocating

**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

- ❗ Cutting, Stabbing or Puncturing**  
Injury from work pieces being ejected  
Injury from sharp or flying object
- ❗ Electrical Shock or Burn**  
**Electrical shock or burn from damaged or poorly maintained electrical leads and cables**
- ❗ Other**  
Burn injury  
Injury from contact with moving parts  
Hearing damage from excessive noise
- ❗ Slip, Trips, Falls**  
Slip, trip, fall due to electrical leads obstructing walkways
- ❗ Manual Task Injury**  
Manual task injury from awkward body posture  
Manual task injury from plant vibration
- ❗ 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 appropriate blade is used, ensure blade is serviceable and correctly fitted
- ✓ Ensure saw has a current electrical tag
- ✓ Check power lead is in good working order and does not create a trip hazard
- ✓ Ensure plant has a suitable and safe working area
- ✓ Ensure you have the correct blade for the type of material to be cut
- ✓ Examine the material to be cut for splits, loose knots and nails etc.

### 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 the blade runs 'true' and does not wobble
- ✓ Ensure the work piece is secure and well supported
- ✓ Ensure the power cord is well clear of the blade
- ✓ Check the underside of the cut to ensure that the blade will not cause any damage or be obstructed
- ✓ Allow the saw to reach full speed before starting
- ✓ Place the rocker shoe against the work when cutting
- ✓ Always saw at a moderate rate
- ✓ Keep hands away from the cutting operation

- ✓ Take care when cutting curves to ensure that the blade does not twist or bind. If the blade breaks, stop sawing immediately
- ✓ If the blade binds, release the switch immediately – free the blade and inspect for damage
- ✓ Before making adjustments bring plant to a complete standstill and isolate
- ✓ Ensure that off-cuts will not cause binding, or fall on your feet
- ✓ On completion, wait for the blade to stop moving before resting the saw on its side, protecting the blade

### ENDING OPERATION

- ✓ 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 plug in until all adjustments have been made
  - ✗ Do not use without an RCD
  - ✗ Do not leave plant running unattended
  - ✗ Do not apply excessive force to material being cut
  - ✗ Do not insert or withdraw blade from a cut or a lead hole until the motor has stopped
  - ✗ 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.