

SOP – Concrete Cutting

DO NOT use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process.

Additional training may be required for high risk plant. Site and task may change required PPE.

Refer to SOP Disturbing or removing Silica

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task



OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Plant & equipment	Environment
Damage to Property	Outdoor work
Public areas	Hazardous Chemicals
Utilities & Services	Electrical

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation

Licence or VOC Required: Yes - VOC

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ Machines serviced to specification
- ✓ Machine guarding in place
- ✓ Services isolated where necessary

- ✓ Public is protected
- ✓ Property is protected
- ✓ Ensure all personnel nearby wear appropriate PPE
- ✓ Cutting blade is the right size and right type for the machine
- ✓ Cutting blade is in good working condition
- ✓ Blade speed matches the saw drive speed
- ✓ Shaft and flanges are clean and undamaged
- ✓ Blade fits securely over the shaft
- ✓ Shaft nut is tightened against the outside flange
- ✓ Drive belt is at the correct tension
- ✓ Throttle trigger and interlock
- ✓ Slide control/stop switch
- ✓ Handles are free from oil and dirt
- ✓ Fuel system for leaks
- ✓ Water supply to wet cutting blade
- ✓ Control measures have been implemented

✓ It is safe to

proceed

Electric powered machine

- ✓ Current electrical test & tag
- ✓ Check all electrical leads for damage
- ✓ Electrical leads positioned to prevent damage
- ✓ Use electrical earth leakage unit

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ Selected Plant

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Clear the working area of obstacles
- ✓ Check that the locations of all services are marked/disconnected
- ✓ Mark the exact location of the cut
- ✓ Exclusion zone established
- ✓ Install signage

When cutting concrete with a petrol-powered cutting saw

- ✓ Provide exhaust extraction / ventilation indoors

Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ Never carry passengers on a machine unless on a seat
- ✓ Check for other workers when moving a machine
- ✓ Road regulations apply
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ When changing the blade
- ✓ Turn machine off
- ✓ Remove fasteners, lift off blade, hold the blade vertically
- ✓ Fit the new blade and tighten nut
- ✓ Store machine with blade protection

WARNING - if cutting suspended or vertical concrete ensure it is adequately supported

When transporting the saw by vehicle:

- ✓ Remove blade from saw
- ✓ Tie saw down securely

When cutting

- ✓ Ease the pressure when reaching the end of the cut
- ✓ Use extreme caution when re-entering a cut
- ✓ Use environmental barriers to filter water
- ✓ Use the minimum amount of water to suppress dust
- ✓ Use a stand when cutting for a prolonged period
- ✓ Guide the saw don't force it
- ✓ Maintain good balance when cutting

Ending Operations / Housekeeping:

- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- × Use if plant is faulty. Tag-out and report fault to your supervisor
- × Leave plant running unattended
- × Overreach
- × Contact machine with body
- × Contact machine with other workers
- × Work alone
- × Cut from a ladder
- × Cut above shoulder height
- × Use mobile phone while operating plant
- × **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)
[Managing noise and preventing hearing loss at work](#)
[How to manage work health and safety risks](#)
[Managing the work environment and facilities](#)
[Labelling of workplace hazardous chemicals](#)
[Managing risks of hazardous chemicals in the workplace](#)

[Managing risks of plant in the workplace](#)

[Traffic management for construction or maintenance work](#)

Standards

AS 1319 Safety signs for the occupational environment
AS 1940 The storage and handling of flammable and combustible substances

AS 2293 .2 emergency evacuation

AS 2444 fire extinguishers

ISO45001 OH&S management systems

ISO 31000 Risk management

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents