

Team #6164 – Safe Work Procedure

CIRCULAR TABLE SAW

DO NOT use this equipment unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Hearing protection must be worn.



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure all locks are securely tightened.
- ✓ Ensure table and work area is clear of all tools, off-cut timber and sawdust.
- ✓ Start the dust extraction unit before using the machine.

OPERATIONAL SAFETY CHECKS

- ✓ Allow the saw blade to obtain maximum speed before making a cut.
- ✓ Use a push stick (at least 400 mm long) to guide timber through saw.
- ✓ Always stand to one side of the line of cut.
- ✓ Before making adjustments, switch off and bring the machine to a complete standstill.
- ✓ Remove the rip fence when using the mitre gauge.
- ✓ Make sure someone “tails out” when cutting long material.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Kickback: wood may catch or jam and be flung back violently.
- ⓘ Airborne dust.
- ⓘ Eye injuries.
- ⓘ Contact with blade at point of operation.
- ⓘ

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not cut irregular stock, branches or wood with embedded nails or screws.
- ✗ Do not cut freehand.
- ✗ Do not cut pieces with shattered ends.
- ✗ Never remove off cuts or sawdust from the saw table while the saw is running.
- ✗ Never leave the machine running unattended.

This SWP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

This information is based on material published by the South Australian Department of Education and Children's Services.

Team #6164 – Safe Work Procedure

BANDSAW

DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Hearing protection must be worn.



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure push stick is available.
- ✓ Lower the blade guide and guard to full effect.
- ✓ Start the dust extraction unit before using the machine.

OPERATIONAL SAFETY CHECKS

- ✓ Keep hands away from the blade and cutting area.
- ✓ Feed the workpiece forward evenly and hold it firmly on the table to ensure effective control during cutting, while keeping hands in a safe position.
- ✓ Use a push stick when feeding material past the blade.
- ✓ Before making adjustments, switch off the saw and bring the machine to a complete standstill.
- ✓ Stop the machine before attempting to back the work away from the blade.
- ✓ Stop the saw immediately if the blade develops a 'click'. Report it to your supervisor.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Reset all guards to a fully closed position.
- ✓ Leave the machine in a safe, clean and tidy state.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect machinery.
- ✗ Attempt to cut very small items.
- ✗ Cut cylindrical or irregular stock.
- ✗ Never leave the machine running unattended.
- ✗ Do not force a wide blade on a cut of small radius. Use relief cuts when cutting sharp curves.

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Team #6164 – Safe Work Procedure

DRILL PRESS

DO NOT use this equipment unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Gloves must not be worn.



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure the chuck key (if used) has been removed from the drill chuck.
- ✓ Follow correct clamping procedures to ensure work is secure.
- ✓ Erect a barricade if the job obstructs the walkway.
- ✓ Adjust the spindle speed to suit drill or cutter diameter.

OPERATIONAL SAFETY CHECKS

- ✓ Before making adjustments or before cleaning swarf accumulations, switch off and bring the machine to a complete standstill.
- ✓ Feed downwards at a sufficient rate to keep the drill cutting.
- ✓ Feed with care as the drill breaks through the underside of the work.
- ✓ Use a safe working posture.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the machine when work completed.
- ✓ Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Hair/clothing getting caught in moving machine parts.
- ⓘ Eye injuries.
- ⓘ Flying swarf and chips.
- ⓘ Sharp edges and burrs.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Never leave the machine running unattended.
- ✗ Do not hold the item being drilled with your hands. Use a clamp.

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Team #6164 – Safe Work Procedure

COMPOUND MITRE SAW

DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

PERSONAL PROTECTIVE EQUIPMENT



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Hearing protection must be worn.



Sturdy footwear must be worn at all times in work areas.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
- ✓ Ensure the saw is properly secured to a work table by bolts/clamps at approximately hip height.
- ✓ Ensure the saw is operated on an RCD protected circuit.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Keep table and work area clear of all tools, off-cut timber and sawdust.
- ✓ Start the dust extraction unit before using the machine.

OPERATIONAL SAFETY CHECKS

- ✓ Ensure all adjustments are secure before making a cut.
- ✓ Use clamps to secure and support the workpiece to a stable platform. Do not use a length stop on the free scrap end of a clamped workpiece.
- ✓ Before turning on the saw, perform a dry run of the cutting operation to ensure no problems will occur when the cut is made.
- ✓ Avoid reaching over the saw line. Do not cross arms when cutting.
- ✓ When pulling the saw down with your right hand, keep the left hand, especially the thumb, well clear of the line of cut.
- ✓ If workpiece is bowed or warped, clamp it with the outside bowed face toward the fence.
- ✓ After finishing the cut, release the switch, hold the saw arm down and wait for blade to stop before removing work or off-cut piece.
- ✓ Before making any adjustments, disconnect the plug from the power source and bring the machine to a complete standstill.

CLEANING UP

- ✓ Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Saw may grab and 'kick-back' toward operator.
- ⓘ Flying chips and airborne dust.
- ⓘ Contact with rotating blade.
- ⓘ Eye injuries.
- ⓘ Noise.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do not exceed the maximum cut for the machine.
- ✗ Do not cut more than one workpiece at a time.
- ✗ Do not start the saw with the blade touching the workpiece. Allow the blade to reach full speed first.
- ✗ Do not cut branches, dowel, or wood with embedded nails or screws.
- ✗ Do not rip solid timber along the grain.
- ✗ Do not cut ferrous or non-ferrous material.

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