Safe Operating Procedure #19 – Drop Saw

	Activities	Procedures	Hazards/Risks	Controls
1	Pre-Operational Safety Checks	Ensure saw is securely bolted to the workbench.	Equipment movement while cutting causing injury.	Inspect mounting and fasteners prior to use.
		Check guards are fitted, undamaged, and working.	Physical contact with blade while operating causing cuts.	Visually check that the guards are on and secure. Never operate with faulty or missing guards. If guards need to be repaired, contact the appropriate supervisor.
		Inspect power lead and plug.	Electrocution due to damaged lead or plug.	Check for visible damage and that the lead has been tagged in the last 6 months. If damaged, contact the supervisor to have it replaced.
		Confirm the blade is adequate for use	Blade malfunction causing injury.	Visually check that the blade is sharp enough to cut the material and that it is undamaged. Do not use if damaged. Contact the appropriate supervisor if it needs to be replaced.
		Ensure the power to the machine is off during setup	Accidental start resulting in injury or damage to nearby objects	Maintain the off position until setup is complete.
		Ensure appropriate PPE and clothing is worn	Dust or metal pieces getting in eyes. Hearing damage from noise levels.	Wear goggles and hearing protection.
			Entanglement resulting in injury	Do not wear gloves or loose clothing when operating the machine. Gloves can and should be worn during cleanup to avoid cuts from occurring.

2	Operation of the saw	Clamp workpiece securely	Workpiece movement, kickback	Use proper clamps or other holding mechanisms. Test that the workpiece is secure before beginning to cut by using a light amount of force to see if it moves. Do not stack workpieces on top of each other. Only one piece should be cut at a time.
		Test the alignment of the blade by pulling down on it	Misalignment	Visually confirm travel of saw is true and smooth.
		Allow saw to reach full speed before cutting	Blade deflection, stalling	Wait for stable speed before engaging the material.
		Pull saw down with dominant hand	Injury from blade	Keep other hand and other body parts away from the blade's path. Move the blade slowly and do not force it through if the blade is struggling to cut the material.
		Hold saw arm down after cut until blade stops	Pinch hazard, instability	Maintain pressure. Remove hand only after the blade has come to a complete stop.
		Back out saw on deep cuts to cool blade	Blade contact with hands, kickback	Retract intermittently to reduce friction.
		Do not exceed the machine's cut capacity	Overheating, mechanical failure or blade warp causing poor cuts or a potential threat to the operator	Understand the capabilities of the machine and do not try to cut something that the machine was not designed to cut – whether it be in terms of the specs of the material or the type of material itself. Refer to the manufacturer's instructions if you are unsure of this. Do not keep the machine running for extended periods of time without turning it off.

3	Post-Operation/ Housekeeping	Switch off and unplug saw before clearing offcuts	Injury caused by the machine being turned on unexpectedly.	Ensure the machine is switched off and nearby individuals are aware not to turn the machine back on while you are cleaning up.
		Remove dust and residue from saw	Inhalation, slipping, fire hazard	Use vacuum or dustpan.
		Wrap and store power lead securely	Trip hazard, electrical damage	Coil and hang appropriately.

Personal Protective Equipment that must be used: Safety glasses, Hearing protection, Steel capped Footwear, Gloves during cleanup only

This SOP has been developed in consultation with me and I agree to follow it and carry out tasks in a safe manner, reporting any problems to my immediate Supervisor.

Bundy Card No.	Name	Signature	Date