

## SAFE OPERATING PROCEDURE

### Task/Equipment Description: Dustless Saw



#### Potential Hazards and Risks:

- Kick back injuries
- Exposed moving parts, entanglement
- Cuts and lacerations
- Burns, hot material, sources of ignition, possible fire
- Sparks, noxious fumes, chemicals
- Harmful dust, debris and projectiles
- Slips, trips, and falls
- Hazardous noise
- Electrical hazards
- Vibration and manual handling hazards

**DO NOT use this equipment unless you have been trained in its safe use and operation.**

#### Required Personal Protective Equipment (PPE)

| PPE | Gloves                                                                             | Hearing Protection                                                                 | Head Protection                                                                    | Eye Protection                                                                     | Eye (UV) Protection                                                                | Safety Footwear                                                                    | FaceVisor / Welding                                                                | Dust Mask                                                                          | Half Face Mask (P2)                                                                 | Breathing Apparatus                                                                  | Hi-Vis Apparel                                                                       | Full Body Clothing                                                                   | Harness                                                                              |
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- Long hair, loose hair, loose clothing, jewellery must be contained, PPE and any protective clothing must be closely fitted and not loose fitting.

#### ALWAYS

Hold the tool firmly and position body to allow you to resist kickback forces

Check the work area for flammable materials and remove them prior to operation.

Chose the correct blade for the purpose provided by Diamond Hire (refer to manual on Diamond Hire website)

Advance the tool with the guide wheels ahead and in contact with the material being cut to reduce kickback risks

Ensure all guards are fitted, secure and functional

#### NEVER

Never operate without suitable training or supervision and read manual on website

Never remove or alter safety attachments

Never cut unsuitable materials for the saw type and the blade type

Never leave the equipment running unattended

Never use in a damp or wet environment

Never use when fatigued or under the influence of drugs, alcohol or medication

*This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.*

## Safe Operating Procedure:

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1. Pre-Operation – Safety Checks:
  - Visually inspect the saw prior to operation.
  - Remove any adjusting keys or wrench
  - Ensure the switch is off before connecting to power
  - Inspect the intended work area and ensure it is clear of obstructions, clear of flammable materials, and is firm and level.
  - The saw operator should be suitably trained and experienced to operate the saw. Inexperienced operators must be supervised.
  - Ensure electrical power supply is RCD protected, and any cords and leads are in good condition and positioned safely.
  - The saw blade should be suitably sharp and in good condition to minimise the likelihood of breaking
  - Check that the blade is correctly secured, not cracked or warped, there are no missing teeth, and it is not clogged or damaged
  - Check that safety guards and other safety devices are installed and are operational.
  - Ensure any dust collection devices are correctly installed

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2. Operation – Safety Procedure:
  - Restrict unauthorised access to the work area during operation.
  - Use the correct blade for the task
  - Check that blade runs ‘true’ and does not wobble
  - Check that the cord is always well away from the blade
  - Keep hands clear of work piece and away from blade
  - Stop operation immediately if blade or cord is damaged
  - **Examine the surface to be cut for electrical wires, piping, insulation or other hazards**
  - **Ensure the workpiece is secure & well supported with clamps or other practical ways**
  - Do not plug in until all adjustments have been made
  - 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
  - Always saw at a moderate rate - do not apply excessive force to the material being cut
  - Take care when cutting curves to ensure that the blade does not twist or bind
  - If the blade does bind, release the switch immediately – free the blade and inspect for damage
  - Ensure that off-cuts will not cause binding, or fall on your feet
  - **Do not lay the tool down until the blade has come to a complete stop**

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3. Post-Operation – Housekeeping:
  - Before accessing cut, materials or attempting clean up tasks - switch the machine off and allow it to come to a complete stand still.
  - Ensure the saw is shut down/isolated/unplugged before performing any maintenance.
  - Leave the work area in a safe, clean, and tidy state.
  - Observe correct manual handling techniques when lifting and moving equipment.
  - Ensure the saw is stored safely and/or correctly secured for transport.

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