

SAFE OPERATING PROCEDURE



Task/Equipment Description: **SAWS - Demolition Saw / Kwik Cut / Pavement (Fuel or electric)**



Example item only

Potential Hazards and Risks:

- Serious cuts, lacerations, or amputation
- Serious injury from kick back, push back and pull in
- Fire, burns, fuel hazards - high temperature of engine and moving parts after operation. Sparks fumes.
- Exposure to noise
- Eye injury, debris
- Hazardous dust - including Crystalline Silica
- Slips, falls, sprains and strains
- Vibration, manual handling injury, and damage to hands / fingers
- Electrical shock

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	Face/visor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Appartus	Hi-Vis Apparel	Full Body Clothing	Harness
													
	✓	✓	✓	✓	☐	✓	☐	☐	☐	☐	☐	✓	☐

Other PPE (describe):

- Long hair, loose hair, loose clothing, jewellery must be contained, PPE and any protective clothing must be closely fitted and not loose fitting.

ALWAYS

Check the saw for any damage and ensure the safety guard is in place and functional

Restrict access of work area to unauthorised persons

Wear appropriate PPE when operating saw

Ensure legs are set up correctly and stable

Ensure operator is suitably trained and competent to operate the saw

Ensure all guards are fitted, secure and functional

Use water when performing cuts for dust suppression

Use the blades supplied by Diamond Hire – do not substitute

Ensure water supply / hoses do not increase the risk of tripping or falling

NEVER

Never drop start the saw.

Never operate the saw if there is any damage or leaking fuel lines

Never operate the saw above shoulder height

Never operate the saw with incorrect blade or poorly installed blade

Never operate the saw if not suitably trained

Never operate the saw without the prescribed PPE

Never operate the saw without water / dust suppression

Never use the saw for trimming or shaping

Never operate the saw with damaged blade

Never refuel saw if it is still running or hot

Never use for purposes outside the purpose stated in the manual

Safe Operating Procedure:

1. Pre-Operation – Safety Checks:
 - Ensure legs are fully extended, stable and on level ground
 - With two persons using the lifting handles to position the unit onto the legs into the rubber stoppers
 - Visually inspect the saw prior to each operation.
 - Inspect the intended work area and ensure it is clear of obstructions, clear of flammable materials, and is firm and level.
 - The saw operator must be suitably trained and experienced to operate the saw. Inexperienced operators must be supervised.
 - Always wear all required PPE for tasks.
 - Ensure the saw has a service tag indicating safe to use
 - Ensure the saw is clean and free of any damage.
 - **Ensure stop/start switch is fully functional and turned off before starting**
 - Check correct blade is correctly installed.
 - Ensure safety guard is in place and fully functional.
 - Check the saw has sufficient fuel for the task.
 - Ensure there are no obstructions near the saw blade.
 - Ensure water is connected correctly
 2. Operation – Safety Procedure:
 - Restrict unauthorised access to the work area during operation. Ensure all persons in vicinity have hearing protection.
 - Ensure water / dust suppression is used as per the manual
 - Ensure blade is at full speed before attempting the cut. Ensure clean straight cut.
 - Hit off switch immediately if the saw jams.
 - Retract blade from material being cut before starting the cutting again.
 - After the cut, retract blade from material.
 - Stop engine. Wait until blade has come to a complete stop before moving saw.
 - Stop the engine and allow to cool before refilling the fuel tank. Refuelling must be done in a location which reduces risk of flammable fumes in the work area.
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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.

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3. Post-Operation – Housekeeping:
- Before cleaning up tasks - switch the machine off and allow it to come to a complete stand still.
 - Ensure the saw is shut down 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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