

SAFE OPERATING PROCEDURE



Task/Equipment Description: Tile Cutter (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
- 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	FaceVisor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Appartus	Hi-Vis Apparel	Full Body Clothing	Harness
													
	✓	✓	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>

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 cutter for any damage and ensure the safety guard are fitted, secure and functional

Restrict access of work area to unauthorised persons

Wear appropriate PPE when operating cutter

Ensure legs are set up correctly and stable

Ensure operator is suitably trained and competent to operate the cutter

Use water when performing cuts for dust suppression

Use the blades supplied by Diamond Hire – do not substitute

Look at the tile while cutting to make sure pieces do not become disengaged and flung across the room

NEVER

Never operate the cutter with incorrect blade or poorly installed blade

Never operate the cutter if not suitably trained

Never operate the cutter without the prescribed PPE

Never operate the cutter without water / dust suppression

Never use the cutter for trimming or shaping

Never operate the cutter with damaged blade

Never use for cutter for other than tiles

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 cutter 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 operator must be suitably trained and experienced to operation of the machine. Inexperienced operators must be supervised.
 - Always wear all required PPE for tasks.
 - Ensure the cutter has a current electrical and service tag indicating safe to use
 - Ensure the cutter is clean and free of any damage.
 - **Ensure stop/start switch is fully functional and turned off before connecting to power**
 - Check correct blade is correctly installed.
 - Ensure safety guard is in place and fully functional.
 - Ensure there are no obstructions near the cutter blade.
 - Ensure water is connected correctly and/or water reservoir filled
 2. Operation – Safety Procedure:
 - Restrict unauthorised access to the work area during operation. Ensure all persons in vicinity have hearing protection.
 - Cutting Process:
 - **Marking:** Accurately mark the tile where you need to cut using a straight edge and pencil or marker.
 - **Placement:** Securely position the tile on the cutter's base with appropriate, aligning the marked line with the scoring wheel.
 - **Cutting:** Ensure blade is at full speed before attempting the cut. Ensure clean straight cut.
 - **Avoid Forcing:** Do not force the tile through the cutter. Let the tool do the work and avoid rushing the process.
 - **Completing the cut:** Allow the wheel to come to a complete stop before releasing the handle and removing the tile
 - Allow for cool down periods to avoid overheating the cutter
 - Hit off switch immediately if the cutter jams.
 - Stop engine. Wait until blade has come to a complete stop before moving cutter.
-

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.

-
-
3. Post-Operation – Housekeeping:
- Before cleaning up tasks - switch the machine off and allow it to come to a complete stand still.
 - Ensure the cutter 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 cutter is stored safely and/or correctly secured for transport.
-