

SAFE OPERATING PROCEDURE

Task/Equipment Description: Drop Saw / Mitre Saw

Example picture only
















Potential Hazards and Risks:

- Exposed moving parts, entanglement
- Cuts and lacerations
- Burns, hot material, sources of ignition, possible fire
- Sharp edges, splinters
- Sparks, noxious fumes, dust, debris, and projectiles
- Slips, trips, and falls
- Potential for exposure to hazardous noise, and electrical 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 Appartus | Hi-Vis Apparel | Full Body Clothing | Harness |
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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 damage prior to cutting tasks

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

Ensure the blade is in a good condition and appropriate for the task before starting.

Ensure all guards are fitted, secure and functional

Secure work with clamps or vice – it is safer than hands

NEVER

Never operate without suitable training or supervision

Never remove or alter safety guarding, or dust collector

Never allow unauthorised persons within the vicinity of the cutting task

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

Never use in damp or rain

Never leave the equipment running unattended

Safe Operating Procedure:

1. Pre-Operation – Safety Checks:
 - Refer to the manual on the Diamond Hire website for operation instructions
 - Visually inspect the saw prior to operation.
 - Inspect the intended work area and ensure it is clear of obstructions, clear of flammable materials, is firm and level, is well ventilated and is dry.
 - The saw operator must 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.
 - Ensure you are familiar with the operation of the ON/OFF starter.
 - Ensure the depth stop is properly adjusted.
 - Ensure dust collector is in place and clean.
 - 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.
 - Secure loose items of clothing, tie back loose hair and remove items of jewellery prior to use.
 - Ensure you are wearing all task specific PPE including hearing protection when required for task. Ensure suitable gloves are available to pick up sawn materials
 2. Operation – Safety Procedure:
 - Restrict unauthorised access to the work area during operation.
 - Use the correct blade for the task.
 - Check that all appropriate fasteners are tightened properly.
 - Ensure material is adequately supported during operation. Support overhanging materials as required.
 - Beware of where the cut piece will go when the cut is complete – hold or support it if necessary and use a mechanical aid if it is heavy or awkward.
 - Do not have any part of your body in line with the path of the saw blade.
 - Always remain with the saw during operation, never leave running unattended.
 - Maintain good footing, posture and do not overreach during operation.
 - Keep hands away from cutting area. Do not attempt to remove cut material while wheel is moving.
 - After finishing the cut, release the switch, hold the saw arm down and wait for the blade to stop before removing work or off-cut piece.
 - Turn off the machine when the task is completed
 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.
 - 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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