

SAFE OPERATING PROCEDURE

Task/Equipment Description: Reciprocating Saw











Potential Hazards and Risks:

- Exposed moving parts, entanglement
- Cuts and lacerations
- Burns, hot material, sources of ignition, possible fire
- Sharp edges, splinters, burrs, and swarf or waste
- 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

Check the saw for damage prior to cutting tasks

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

Ensure required PPE is utilised

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

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

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:

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 the saw is serviced and maintained according to manufacturer's instructions.
 - 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.
 - Have suitable gloves 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 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 material to be cut for splits, loose knots and nails, etc
 - Ensure the workpiece is secure & well supported
 - 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

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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