








 Operational Safety Guideline Drop Saw	No. 03
	Authorised By: Ass. Dir. Infrastructure Planning & Compliance
Issue Date: September 2013 Last Reviewed: September 2013 Next Review Date: September 2014	Page Number: 1 of 2

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

Description of Work:	Using a Drop Saw (Mitre, Rip or Crosscut)
	Potential Hazards: Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, impact and cutting, exposure to noise, dust, projectiles and sharp objects.

Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i>						
 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Safe Work Checklist:
1. PRE-Operation: <ul style="list-style-type: none"> Task (e.g. Drawings, instructions, specifications etc) is clearly understood. Ensure guarding is in place. Ensure the appropriate blade is being used for the task. Ensure the local exhaust/ventilation system is switched on and in good working order. Identify ON/OFF switch and emergency stop button (if applicable). 2. Operation: <ul style="list-style-type: none"> Only use as per directions in User Manual. Check that saw runs 'true' and does not wobble. Keep hands clear of work piece and away from rotating blade. Back out frequently on deep cuts to clean and allow the blade to cool. Ensure guarding is in place before saw is re-started. 3. POST-Operation: <ul style="list-style-type: none"> Switch off saw before removing waste material from work area. Ensure good housekeeping practices are in place to minimise dust build-up.

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Competent Persons (The following persons are authorised to operate the equipment).		
Name:	Title:	Contact Details: