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| ***Portable_Plant_SOP***  🗹 | | |
| ***Students must complete the checklist below with a tick in every box before operating this portable power equipment*** | | |
| **Has your teacher given you instruction on the safe use and operation of this equipment?** | | **🗆** |
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| **Has your teacher given permission for you to use this equipment?** | | **🗆** |
|  | Are you wearing approved safety glasses and face shield?  . | **🗆** |
| Foot Protection circle | Are you wearing protective steel-toed work boots?  . | **🗆** |
| Hearing Protection circle | Do you, and others around you, have appropriate hearing protection? *(Class 5 – SLC80 >26 dB)* | **🗆** |
| **Hair Protection circle** | If you have long or loose hair, is it tied back and contained? | **🗆** |
|  | Are you wearing a dust apron or overalls? | **🗆** |
| Prohibition circle | Have you removed all your exposed rings and jewellery? | **🗆** |
| **Have you read the important information section on the reverse?** | | **🗆** |
| **PRE-OPERATIONAL SAFETY CHECKS** | |  |
| 1. Is your work area suitable and allow for the safe use of the angle grinder without interfering with other students/activities? | | **🗆** |
| 1. Is the material to be cut free of loose knots or foreign objects e.g. nails? Material which is badly twisted or bowed should not be cut with this saw | | **🗆** |
| 1. Is the material to be cut securely supported and at a good working height? | | **🗆** |
| 1. Saw blade nut/stud is tight and blade is free of chips and cracks e.g. chipped teeth? | | **🗆** |
| 1. Saw guard/s are in place and in good working condition, all adjustment levers have been tightened? | | **🗆** |
| 1. Is the depth of the blade adjusted correctly for the task? | | **🗆** |
| 1. Are you familiar with the operation of the ON/OFF switch? | | **🗆** |
| 1. Is your work area clear of trip hazards and waste materials? | | **🗆** |

Paste pages 1 and 2 back to back – cut out this section – laminate and trim to size

**CIRCULAR SAW**

Circular Saw

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| ***Portable_Plant_SOP***  **CIRCULAR SAW**  **Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Ensure base plate/foot of the saw is correctly positioned and secured. 2. Do not support your material by hand – set up on bench or supports. Use two hands to operate the saw. 3. Do not start the saw with the blade touching the material. Allow the saw to reach full speed before starting to cut. 4. Do not have any part of your body in line with the path of the saw blade. 5. Keep hands and power leads away from underneath the work. Do not attempt to remove cut material while the blade is turning. 6. Keep blade path straight during cut to prevent kickback. Avoid twisting. 7. Use a fence or guide where possible when making long rip or cross cuts. 8. When cutting larger sheets ensure material is well supported to prevent binding on the blade and causing kickback of the saw. 9. If task requires the cut to be stopped within the material, release the switch, hold the saw securely and wait for the blade to stop before removing. 10. Before making any adjustments of the saw, bring the machine to a complete standstill and then disconnect the AC plug from the power source. |
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| **A very high risk of injury exists if guards and fences are removed.** |
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| **HOUSEKEEPING** |
| 1. Switch off and isolate the circular saw after use. Ensure all guards are closed. 2. Leave the machine in a safe, clean and tidy state. |
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Pinch and squash  ◼ Dust and fumes ◼ Noise ◼ Eye injuries |
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| **FORBIDDEN** |
| * DO NOT operate this saw in moist or wet conditions. |

**Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_