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| ***Portable_Plant_SOP***  **JIGSAW**  🗹 | | |
| ***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?  . | **🗆** |
| Foot Protection circle | Are you wearing protective footwear with substantial uppers?  . | **🗆** |
| Hearing Protection circle | Are you wearing hearing protection when noise levels are identified as excessive? | **🗆** |
|  | Is your long or loose hair contained or restrained? | **🗆** |
| Apron | Are you wearing a suitable apron or close fitting protective clothes? | **🗆** |
|  | Have you removed your gloves? | **🗆** |
| **Have you read the important information section on the reverse?** | | **🗆** |
| **PRE-OPERATIONAL SAFETY CHECKS** | |  |
| 1. Is your work area suitable, allowing for the safe use of this jigsaw without interfering with other students or activities? | | **🗆** |
| 1. Are the blades intact and do they suit the material being cut? | | **🗆** |
| 1. Are the power lead and plug free from obvious damage? | | **🗆** |
| 1. Have you planned your sawing procedure to minimise backing out? | | **🗆** |

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

Jigsaw

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| ***Portable_Plant_SOP***  **JIGSAW**  **Router Table** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Examine the material to be cut for splits, loose knots and nails, etc. 2. Ensure the work piece is secure and well supported. 3. Do not plug in until all adjustments have been made. 4. Ensure the power cord is well clear of the blade. 5. Check the underside of the cut to ensure that the blade will not cause any damage or be obstructed. 6. Allow the machine to reach full speed before starting a cut – always saw at a moderate rate. 7. Keep hands away from front of cutting operation. 8. Do not apply excessive force to the material being cut. 9. Take care when cutting curves to ensure that the blade does not twist or bind – if necessary, drill small holes. 10. If the blade binds, release the switch immediately – free the blade and inspect for damage. 11. Do not allow waste to accumulate on or around the saw blade or the work piece. Ensure that off-cuts will not cause binding or fall on your feet. 12. On completion, wait for the blade to stop moving before lifting the jigsaw from the work piece, and then rest the saw on its side, protecting the blade. 13. If the blade breaks, stop sawing immediately. Switch the machine off and report it to your teacher. |
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| **Ensure the power cord is clear of the blade** |
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| **HOUSEKEEPING** |
| 1. Return this tool to the appropriate storage cupboard. 2. Leave the machine in a safe, clean and tidy state. |
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and abrasive parts ◼ Electricity ◼ Dust  ◼ Ejected waste ◼ Burns ◼ Eye injuries |

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