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| --- | --- | --- |
| ***Portable_Plant_SOP***  **SCROLL SAW**  🗹 | | |
| ***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?** | | **🗆** |
|  | | |
| **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?  . | **🗆** |
|  | Are you wearing a dust mask? | **🗆** |
|  | Is your long or loose hair contained or restrained? | **🗆** |
| Apron | Are you wearing a suitable apron or close fitting protective clothes? | **🗆** |
|  | Have you removed all your rings and jewellery? | **🗆** |
| **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 scroll saw without interfering with other students or activities? | | **🗆** |
| 1. Is the lead and machine free from obvious damage? | | **🗆** |
| 1. Is the blade guard securely fixed in place? | | **🗆** |
| 1. Are the blade teeth pointed downward? | | **🗆** |

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

Scroll Saw

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| ***Portable_Plant_SOP***  **SCROLL SAW**  **Router Table** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Do not plug in until all adjustments have been made and the blade has been tightened. 2. Check that the saw is stable and on an even surface. 3. Always fit the blade with the teeth pointing downward. 4. For very small work pieces, do not hold by hand. Use a jig or push stick to avoid mishaps. 5. For other larger work pieces, hold the work piece flat on the table with both hands. 6. Keep fingers clear and never in line with the blade. 7. Maintain complete control and feed work slowly. 8. Do not apply excessive force – this could cause the blade to break. 9. Avoid prolonged use. This could overheat the blade and the motor. 10. A broken blade, ejected chips of wood and fine dust can all be thrown into the eyes. 11. Many species of exotic timbers create a dust that can be toxic – in these circumstances, wear a dust mask. 12. Use the flexible blower tube, if fitted, to safely clear your cutting line of dust. 13. Turn off and wait until the blade completely stops before removing scrap material or making adjustments. |
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| **Use a V-block when cutting rounded stock** |
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| **HOUSEKEEPING** |
| 1. Ensure all switches, guards and fittings are cleaned. 2. Leave the machine in a safe, clean and tidy state. |
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| **POTENTIAL HAZARDS** |
| ◼ Oscillating sharp blades ◼ Electricity ◼ Dust and fumes  ◼ Pinch and squash ◼ Eye injuries |

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