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| G:\6100_Performance_HR\6555 - Organisational Safety and Wellbeing\2. HSW - Systems and Strategy Team\Rebadging OSW Documents (Kristyn)\ITD logos\Updated 2018\Fixed Static Plant_SOP.jpg**VERTICAL PANEL SAW (wall saw)** |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission |
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| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Hearing Protection circleHearing protection and a dusk mask will be required for most sawing operations. |

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Check project specifications to clarify all measurements and cutting sizes.**
2. **Check that all necessary guards are in position and are set to minimum clearances.**
3. **Locate and make sure you are familiar with the ON/OFF switch and emergency stop button.**
4. **Ensure all locks and stops are securely tightened.**
5. **Start the dust extraction unit before commencing work – if not interlocked.**

#### OPERATIONAL SAFETY CHECKS

1. **Ensure sheet panel materials are resting flat and secure on the lower panel rollers.**
2. **Ensure safe and correct manual handling of large or heavy sheet panel materials.**
3. **Ensure saw blade is vertically aligned with the desired cutting line when cross-cutting (or horizontally when ripping).**
4. **Always allow the saw to reach the maximum revolutions before operating to avoid stalling the blade and overheating the motor.**
5. **Keep hands away from, and out from under the saw carriage at all times.**
6. **Maintain a balanced stance at all times so that you do not fall or lean against moving parts.**
7. **Do not overreach or use excessive force to perform any machine operation.**
8. **Sawing operations must be done slowly, smoothly and, whenever possible, without stopping.**
9. **Never remove off-cuts or waste materials while the saw is running.**
10. **Never leave the wall saw (vertical panel saw) running while unattended.**

#### HOUSEKEEPING

1. **Switch off and leave the wall saw and floor in a safe, clean and tidy state.**
2. **Make sure good housekeeping practices are in place to minimise any dust build-up.**

## POTENTIAL HAZARDS

**◼ Exposure to moving and rotating components ◼ Ejected waste ◼ Splinters**

**◼ Pinch and squash ◼ Eye injury ◼ Manual handling ◼ Wood dust**

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