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| ***Portable_Plant_SOP*****RECIPROCATING 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?** | **🗆** |
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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?. | **🗆** |
|  | Is your long or loose hair contained and restrained and has all jewellery been removed? | **🗆** |
| Apron | Are you wearing a suitable apron or close fitting protective clothing? | **🗆** |
|  | Are you wearing hearing protection when noise levels are excessive? | **🗆** |
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| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Does this power tool have a suitable, safe work area?
 | **🗆** |
| 1. Is the blade intact and does it suit the material to be cut?
 | **🗆** |
| 1. Is the blade guarding in place (if applicable)?
 | **🗆** |
| 1. Are the power lead and plug free from obvious damage?
 | **🗆** |

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

Reciprocating Saw

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| ***Portable_Plant_SOP*****RECIPROCATING SAW****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, etc.
2. Check the blade runs ‘true’ and does not wobble.
3. Ensure the work piece is secure and well-supported.
4. Do not plug in until all adjustments have been made.
5. Ensure the power cord is well clear of the blade.
6. Check the underside of the cut to ensure that the blade will not cause any damage or be obstructed.
7. Allow the saw to reach full speed before starting.
8. Always saw at a moderate rate. Do not apply excessive force to the material being cut.
9. Keep hands away from the cutting operation.
10. Take care when cutting curves to ensure that the blade does not twist or bind. If the blade breaks, stop sawing immediately. Switch the machine off and report it to your teacher.
11. If the blade binds, release the switch immediately – free the blade and inspect for damage.
12. Ensure that off-cuts will not cause binding, or fall on your feet.
13. On completion, wait for the blade to stop moving before resting the saw on its side, protecting the blade.
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| **Ensure the blade runs ‘true’ and does not wobble.** |
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| **HOUSEKEEPING** |
| 1. After use, return the battery for recharging.
2. Leave the machine in a safe, clean and tidy state.
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| **POTENTIAL HAZARDS** |
| ◼ Moving, rotating and sharp parts ◼ Electricity ◼ Dust ◼ Ejected waste ◼ Eye injuries ◼ Burns  |

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