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| ***Portable_Plant_SOP***  **ABRASIVE CUT-OFF 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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| Approved safety glasses and face shield must be worn at all times in all ITD spaces. | Long and loose hair *must* be contained or restrained, and all rings and jewellery removed. |
| **Dust mask sign**An approved dust mask must be worn. | Appropriate hearing protection *(Class 5 – SLC80 >26 dB) should* be worn when noise levels are excessive. |
| Foot Protection circleAppropriate protective steel-toed work boots must be worn in all ITD spaces. | A suitable workshop apron or overalls must be worn. |

### **Never operate a faulty electrical power tool. Report it to your teacher.**

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

1. **Ensure the power tool has a suitable safe work area.**
2. **If changing cut-off wheel, check for appropriateness and arbor hole size.**
3. **Inspect the cut-off wheel for chips and cracks.**
4. **Check that the guards are all in place and in good working order.**
5. **If fitted with a depth stop, ensure that it is in proper adjustment/alignment.**
6. **Familiarise yourself with the operation of the ON/OFF switch.**
7. **Ensure your work area is clear of slip/trip hazards and flammable materials.**

#### OPERATIONAL SAFETY CHECKS

1. **Ensure all adjustments to the machine are secure before making a cut.**
2. **Do not hold your work piece by hand. It may become very hot while being cut.**
3. **Use the vice to clamp the work and properly support any overhanging portion so the work piece is level with the base of the machine.**
4. **Do not use a length stop on the free off-cut end of a clamped work piece.**
5. **Allow the machine to reach full speed before contacting the work piece.**
6. **Do not have any part of your body in line with the path of the abrasive disc.**
7. **Ease the abrasive disc against the work piece when starting. Do not force tool.**
8. **Keep hands away from cutting. Do not attempt to remove cut material while the abrasive wheel is moving.**
9. **After finishing the cut, release the switch, hold the saw arm down and wait for the disc to stop before removing your work piece or off-cut piece.**
10. **Before making any machinery adjustments, bring the machine to a complete standstill, and then disconnect the AC plug from the power source.**

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| **NB this abrasive cut-off saw is not intended to cut wood or wood products.** |

#### HOUSEKEEPING

1. **Ensure ventilation openings and switches are kept clean and free of foreign matter.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Moving, rotating and sharp parts ◼ Dust and fumes ◼ Electricity**
  + **Pinch and squash ◼ Eye injuries ◼ Noise**
  + **Burns and hot ejected waste material**

## FORBIDDEN

* + **NEVER grind on the side of the abrasive cut-off wheel.**

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