|  |  |
| --- | --- |
| **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**  **PANEL SAW** (table saw) | |
|  | |
| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission | |
|  | |
| 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 and a dust mask may be required.Hearing Protection circle |
|  | |

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

1. **Select the correct type of blade. Check the sharpness, set and general condition.**
2. **Ensure that all guards and safe devices are in position and secured.**
3. **Adjust all guards to minimum practicable clearances for the timber to be cut.**
4. **Lock the table securely after adjustments are made.**
5. **Ensure that the riving knife is correctly adjusted and securely mounted.**
6. **Check material to be sawn for defects, loose knots and foreign matter such as nails, etc.**
7. **Start the dust extraction unit before commencing the sawing process – if not interlocked.**

#### OPERATIONAL SAFETY CHECKS

1. **Stand to one side of the line of the saw when turning on the power.**
2. **Ensure safe and correct manual handling of large or heavy sheet panel materials.**
3. **Always allow the saw to reach the maximum revolutions before operating to avoid stalling the blade and overheating the motor.**
4. **Feed material only as fast as the saw will cut freely.**
5. **Sawing operations must be done slowly, smoothly and, whenever possible, without stopping.**
6. **Use a suitable push stick for short or narrow timber and in removing off-cuts from the table.**
7. **Never remove off-cuts or waste materials while the saw is running.**
8. **Never leave the panel saw running while unattended.**

#### HOUSEKEEPING

1. **On completion of the job, turn off the isolation switch and leave the panel saw and floor area in a safe, clean and tidy state.**
2. **Make sure good housekeeping practices are in place to minimise any dust/waste build-up – including inside the saw cabinet and dust ports.**

## POTENTIAL HAZARDS

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

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

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