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| ***Portable_Plant_SOP***  **SCROLL 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 must be worn at all times in all ITD spaces. | Long and loose hair *must* be contained or restrained for all operations. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn in all ITD spaces. | A suitable workshop apron or close fitting protective clothing must be worn. |
| A dust mask *should* be worn when excessive airborne dust or fumes are created. | Rings and jewellery must not be worn when using this portable power tool. |

### **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. **Examine the lead and machine for obvious damage.**
3. **Check that the blade guard is securely fixed in place.**
4. **Check that the blade teeth point downward.**

#### OPERATIONAL SAFETY CHECKS

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** |

#### HOUSEKEEPING

1. **Ensure all switches, guards and clamping are cleaned.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Oscillating sharp blades ◼ Dust and fumes ◼ Electricity**
  + **Pinch and squash ◼ Eye injuries**

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