



SAFE OPERATING PROCEDURE (SOP)

Circular Saw

DO NOT use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.

COMPULSORY PPE



Pre-Operational Safety Checks

1. Ensure work area is suitable and provides adequate space to allow for the safe use of the saw without interfering with other employees or activities
2. Ensure the material to be cut is free of loose knots or foreign materials e.g. nails. Material which is badly twisted or bowed should not be cut with this saw.
3. Ensure the material to be cut is securely supported and at good working height.
4. Check that the saw blade nut/stud is tight, and blade is free of chips and cracks.
5. Check that saw guard/s are in place, in good working condition, and that all adjustment levers have been tightened.
6. Adjust the blade correctly for the task.
7. Ensure you are familiar with the operation of the ON/OFF switch.

Operational Safety Checks

1. Ensure base plate/foot of the saw is correctly positioned and secured.
2. Do not support your material by hand, setup on bench or supports. Use two hands to operate.
3. Do not start the saw with the blade touching the material. Allow it to reach full speed before cutting.
4. Do not have any part of your body in line with the path of the saw blade.
5. Keep hands and power leads away from underneath the work. Do not attempt to remove cut material while the blade is turning.
6. Keep blade path straight during cut to prevent 'kickback' and avoid twisting.
7. Use a fence or guide where possible when making long tips or cross cuts.
8. When cutting larger sheets, ensure material is well supported to prevent binding on the blade and causing 'kickback' of the saw.
9. If task required the cut to be stopped within the material, release the switch, hold the saw securely and wait for the blade to stop before removing.
10. Before making any adjustments of the saw, bring the machine to a complete standstill and then disconnect the AC plug from the power source.

Housekeeping

1. Switch off and isolate the table router after use. Ensure all guards are closed.
2. Leave the machine in a safe, clean and tidy state.

Procedure Reference	Version	Effective Date	Review Date	Page Number	Date Printed
Circular Saw-SOP	V1	1/09/2019	1/09/2022	1	2/09/19

Potential Hazards

1. Moving, rotating and sharp parts/
2. Dust and fumes.
3. Electricity.
4. Eye injuries.
5. Pinch and Squash
6. Noise.

FORBIDDEN

DO NOT operate this saw in moist or wet conditions

SPECIAL NOTES

No personnel are to use this equipment prior to obtaining:

- Competency in the correct use of the equipment
- Reading and fully understanding the operator's manual – can be located in the Recopak Manuals Draw (marked on Recopak Map)
- Reading the standard operating procedure
- Undergoing through practical training while properly supervised
- Supervisors to ensure SOP's are signed off

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to use.

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Circular Saw -SOP	V1	1/09/2019	1/09/2022	2	2/09/19