



SAFE OPERATING PROCEDURE (SOP)

Compound Mitre 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. Locate and ensure you are familiar with all machine operations and controls
2. Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
3. Ensure the saw is properly secured to a worktable by bolt/clamps at approximately hip height.
4. Ensure the saw is operated on an ECD protected circuit.
5. Check workspaces and walkways to ensure no slip/trip hazards area present.
6. Keep table and work area clear of all tools, off-cut timber and sawdust,
7. Start the dust extraction unit before using the machine.

Operational Safety Checks

1. Ensure all adjustments are secure before making a cut.
2. Use clamps to secure and support the workpiece to a stable platform. Do not use a length stop on the free scarp end of a clamped workpiece.
3. Before turning on the saw, perform a dry run of the cutting operation to ensure no problems will occur when the cut is made.
4. Avoid reaching over the saw line. Do not cross arms when cutting.
5. When pulling the saw down with your right hand, keep the left hand, especially the thumb, well clear of the line of cut.
6. If workpiece is bowed or wrapped, clamp it with the outside bowed face towards the back of the saw.
7. After finishing the cut, release the switch, hold the saw arm down and wait for blade to stop before removing work or off-cut piece.
8. Before making any adjustments, disconnect the plug from the power source and bring the machine to a complete standstill.

Housekeeping

1. Leave the machine in a safe, clean and tidy state.

Potential Hazards

1. Saw may grab and 'kick-back' towards operator.
2. Flying chips and airborne dust.
3. Contact with rotating blade.
4. Eye injuries.
5. Noise.

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

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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Compound Mitre Saw-SOP	V1	1/09/2019	1/09/2022	2	2/09/19