



SAFE OPERATING PROCEDURE (SOP)

Jigsaw

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 the power tool has a suitable safe work area.
2. Make sure the lade is intact and suits the material to be cut.
3. Examine the power lead and plug for obvious damage.
4. Plan a sawing procedure to minimise backing out.

Operational Safety Checks

1. Examine the material to be cut for splits, loose knots and nails, etc.
2. Ensure the work piece is secure and well supported.
3. Do not plug in until all adjustments have been made.
4. Ensure the power cord is well clear of the blade.
5. Check the underside of the cut to ensure that the blade will not cause any damage or be obstructed.
6. Allow the machine to reach full speed before starting a cut – always saw at a moderate rate.
7. Keep hands away from front of cutting operation.
8. Do not apply excessive force to the material being cut.
9. Take care when cutting curves to ensure that the blade does not twist or bind – if necessary, drill small holes.
10. If the blade binds, release the switch immediately – free the blade and inspect for damage.
11. Do not allow waste to accumulate on or around the saw blade or work piece. Ensure that off-cuts will not cause binding or fall on your feet.
12. On completion, wait for the blade to stop moving before lifting the jigsaw from the work piece, and then rest the saw on its side, protecting the blade.
13. If the blade breaks, stop sawing immediately. Switch the machine off and report it to your teacher.

Housekeeping

1. Return the power tool to its correct storage cupboard.
2. Leave the work area in a safe, clean and tidy condition.

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

Potential Hazards

1. Moving, rotating and sharp parts.
2. Ejected waste
3. Duct.
4. Eye injuries.
5. Electricity.
6. Burns.

FORBIDDEN

Ensure the power cord is clear of the blade.

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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Jigsaw -SOP	V1	1/09/2019	1/09/2022	2	2/09/19