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| **SAFE OPERATING PROCEDURE****CIRCULAR SAW** |
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| **DO NOT** use this machine unless you have completed an induction and the Supervisor and has given you permission |
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| 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 uppers must be worn. | Hearing protection will be required when operating this machinery. |
| **Prohibition circleProhibition circle**Rings and jewellery must not be worn. | Description: Dust mask signA mask must be worn when excessive airborne dust is created. |

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

1. **Check the guard carefully to determine that it will operate properly and perform its intended function.**
2. **Check that all safety guards are in position and are operational.**
3. **Inspect the workpiece to ensure that there aren't any items which might damage the cutting blade or cause injury to the operator.**
4. **Secure and support the workpiece using clamps or bench vices.**
5. **Hold the circular saw firmly to prevent loss of control which could cause personal injury.**
6. **Faulty equipment must not be used. Immediately report suspect equipment.**

#### 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.**
3. **Don’t over reach. Keep proper footing and balance at all times.**
4. **Do not cut more than one workpiece at a time.**
5. **Do not start the saw with the blade touching the workpiece. Allow the blade to reach full speed before contacting the workpiece.**
6. **It is important to hold the circular saw steady with even force in order to obtain a uniform cut.**
7. **Large panels must be supported to minimise the risk of the blade pinching and kickback.**
8. **Do not reach underneath the work while the blade is rotating. Do not attempt to remove cut material when the blade is moving.**
9. **After finishing the cut, release the switch, hold the saw down and wait for blade to stop before removing work or off-cut piece.**
10. **Bring the machine to a complete standstill and disconnect the battery before making any adjustments.**

#### HOUSEKEEPING

1. **On completion, Leave the equipment and work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**◼ Material ‘kick-back’ toward operator ◼ Contact with rotating blade ◼ Dusts and fumes ◼ Movement of the workpiece ◼ Eye injury ◼ Noise ◼ Manual handling**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

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