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| **SAFE OPERATING PROCEDURE****JIG SAW** |
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| **DO NOT** use this machine unless you have completed the induction and a supervisor 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. **Ensure this power tool has a suitable safe work area.**
2. **Make sure blade is intact & suits the material to be cut.**
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. **Plan a sawing procedure to minimise backing out.**
6. **Faulty equipment must not be used. Immediately report suspect equipment.**

#### OPERATIONAL SAFETY CHECKS

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

#### HOUSEKEEPING

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

## POTENTIAL HAZARDS

**◼ Moving, rotating & sharp parts ◼ Contact with blade ◼ Dusts ◼ 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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