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| **SAFE OPERATING PROCEDURE**  **MITRE 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 the saw is properly secured to a worktable by bolts/ clamps at approximately hip height.**
2. **Check workspaces and walkways to ensure no slip/trip-hazards are present.**
3. **Check that all safety guards are in position and are operational.**
4. **Ensure you are familiar with the operation of the ON/OFF starter.**
5. **Keep table and work area clear of all tools, off-cut timber and sawdust.**
6. **Start the dust extraction unit before using the machine (if available).**
7. **Faulty equipment must not be used. Immediately report suspect equipment.**

#### OPERATIONAL SAFETY CHECKS

1. **The maximum cut for the machine must not be exceeded.**
2. **Ensure all adjustments are secure before making a cut.**
3. **Use clamps to secure and support the workpiece to a stable platform. Do not use a length stop on the free scrap end of a clamped workpiece.**
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. **When using the right hand to pull the saw down, keep the left hand, especially the thumb well clear of the line of cut.**
7. **If workpiece is bowed or warped, clamp it with the outside bowed face toward the fence.**
8. **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.**
9. **Bring the machine to a complete standstill and disconnect the battery before making any adjustments.**

#### HOUSEKEEPING

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

## POTENTIAL HAZARDS

**◼ Material ‘kick-back’ toward operator ◼ Contact with rotating blade ◼ Dusts and fumes ◼ Eye injury ◼ Electrical components ◼ 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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