

## SAFE WORK PROCEDURE

PROCEDURE:	<b>MITRE SAWS</b>
PURPOSE	This Safe Work Procedure is developed to fulfill the requirements of the WHSA.
SCOPE	This instruction applies to ALL employees, contractors, and reps of this company. This procedure shall be read in association with other SWP and the Workplace Health and Safety Plan.
RELATED DOCUMENTS	Workplace Health and Safety Act Workplace Health and Safety Plan
LOCATION OF TASK	<b>Factory</b>
HAZARDS PRESENT:	<b>Flying Debris, Electrocutation, Amputation.</b>
OPERATIONAL PROCEDURE	<ul style="list-style-type: none"> <li>*Wear Proper PPE</li> <li>*Do not wear loose clothing.</li> <li>*Make sure Saw is secure.</li> <li>*Ensure saw is operated on a Protected Circuit.</li> <li>*Check that all Safety guards are in place and good working condition.</li> <li>* Ensure to keep table or work area clean and clear.</li> <li>*Do not cut anything too small that cannot be clamped securely.</li> <li>*Ensure all adjustments are secure before making a cut.</li> <li>*Do not start saw with blade touching workpiece. Allow blade to reach full speed before making contact with the work piece.</li> <li>*Disconnect from power supply and bring machine to complete stop before making adjustments.</li> </ul> <p style="color: red; text-align: center;"><b>A SAFE SYSTEM OF WORK SHOULD INCLUDE A DAILY SAFETY CHECK AND A REQUIREMENT TO CARRY OUT REGULAR MAINTENANCE CHECKS</b></p>
EQUIPMENT REQUIREMENTS	<b>ALL EQUIPMENT WILL BE MAINTAINED TO MANUFACTURERS INSTRUCTIONS AND INSPECTED REGULARLY.</b>
TRAINING NEEDED	<p><b>ALL OPERATORS WILL BE TRAINED.</b></p> <p><b>ALL PERSONS WILL BE REQUIRED TO UNDERTAKE THE FOLLOWING IN ORDER TO PERFORM THIS PROCEDURE:</b></p> <p><b>GENERAL WH&amp;S AWARENESS TRAINING</b></p> <ul style="list-style-type: none"> <li>Fire and Evacuation Training</li> <li>Manual handling Training</li> <li>Use of PPE Training</li> <li>Safe machine operation</li> <li>Maintenance Procedures</li> <li>Accident Procedures</li> </ul>
P.P.E REQUIRED	<b>THIS PROTECTIVE EQUIPMENT MUST BE WORN FOR THIS PROCEDURE</b> STEEL TOED BOOTS, Close fitting Clothes, Hearing Protection, SAFETY Glasses, Gloves
RECORDS	Hard copy of all Safe Work Procedures will be available at all times!
APPROVED BY:	
DATE:	