

**Title: Jig Saw**

**Issue Date: May 2016**

CENTRAL OFFICE USE ONLY

**Page Number: 1 of 2**

**Last Reviewed: May 2016**

**Next Review Date: May 2018**

**DO NOT use this machine unless you have been trained in its safe use and operation.**

**Description of Work:** Using a Jig Saw



**Potential Hazards:** Exposed moving blade and electrical hazard with the potential to cause harm through entanglement, cutting, impact, abrasion, exposure to noise, projectiles, sharp objects, and friction.

**Important Notice:** This SOP is intended as a reference guide to compliment Western Engineering's Shop Safety Training. This document by its self does not constitute shop/equipment training. Please visit OWL site: "Western Engineering Shop Training"

**Personal Protective Equipment (PPE) Required** (Check the box for required PPE):



Respirator /Dust Mask/ Extraction



Eye Protection



Employ Entanglement Precautions



Cutting Hazard



Hearing Protection



Protective Clothing



**Risk and Hazards Prevention:**

- Cutting – Be cautious of moving blade and force from machine movement
- Entanglement – No loose Clothing, No Jewellery or accessories, Long Hair must be contained
- Use dust mask to avoid inhalation of fumes and dusts
- Pinching from work piece shifting use proper work holding strategies during operation

**Safe Work Procedure Checklist:**

1. PRE-Operation:

- Always begin by setting-up your work area safely to avoid the following: Trip hazard, uncomfortable working conditions, electrical hazards, crowded work spaces (other students) and other dangerous situations
- Use only in designated area. Use screens or curtains to contain hazards
- Ensure the appropriate blade is correctly in place
- Work piece - Ensure work piece is securely clamped and is free of any loose portions which could jar the machine and operator damage blade or become entangled
- Be prepared to firmly grip the tool when in use
- Plan your cut to ensure that your blade will not cut anything unintentionally. Ie: Work table
- Identify ON/OFF switch
- Inspect electrical cord

**Title: Jig Saw**

**Issue Date: May 2016**

CENTRAL OFFICE USE ONLY

**Page Number: 2 of 2**

**Last Reviewed: May 2016**

**Next Review Date: May 2018**

**2. Operation:**

- Leave machine unplugged until ready for use
- Ensure all other students are clear of immediate work area
- Keep fingers, hands and cables free of blade and surrounding area
- Check that the blade runs 'true' and does not wobble. Excess vibration must be identified and addressed immediately
- Do not make adjustments while machine is plugged in – un-plug to make adjustments
- Un-plug saw from wall/socket before changing the blade or making adjustments.
- Allow blade to reach working speed before applying to work piece. Increase working loads gradually. Never abruptly. Use smooth fluid motions
- Make only straight cuts – Do not attempt curved cuts
- Be aware of flying debris, dust and particulate. Aim debris away from self and other people
- Turn saw off when not in use
- Ensure machines have been isolated from power sources before being cleaned, adjusted, maintained or repaired.
- Un-plug when not in use

**3. POST-Operation:**

- Ensure blade is and saw are still in good condition before putting away
- Store cord in such a way that it is not in contact with the blade
- Never carry any power tool by its cord

**Competent Persons** (The following persons are authorised to operate, supervise and test students on the equipment/process).

<b>Name:</b>	<b>Title:</b>	<b>Contact Details:</b>
Chris Vandelaar	Student Shop Manager	CMLP 1301 x 80281
UMS Technicians	UMS Technicians	TEB Rm. 50 x 88836

This SOP does not necessarily cover all possible hazards associated with the machine 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 machine use

**Date of last review:**

**Signature:**