

Title: Reciprocating 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.

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|--|--|--|--|--|---|
| Description of Work: | | Using a Reciprocating Saw | | | |
|  | | <p>Potential Hazards: Exposed moving parts and electrical hazard with the potential to cause harm through entanglement, cutting, impact, abrasion, exposure to noise, projectiles, sharp objects, and friction.</p> <p>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"</p> | | | |
| Personal Protective Equipment (PPE) Required <i>(Check the box for required PPE):</i> | | | | | |
|  Respirator /Dust Mask/ Extraction |  Eye Protection |  Employ Entanglement Precautions |  Cutting Hazard |  Hearing Protection |  Protective Clothing |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Risk and Hazards Prevention: | | | | | |
| <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ▪ Always begin by setting-up your work area safely to avoid the following: <ul style="list-style-type: none"> ○ 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 damage blade or become entangled ▪ Plan your cut to ensure that your blade will not cut anything unintentionally. Ie: Work table ▪ Identify ON/OFF switch ▪ Inspect electrical cord | | | | | |

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2. Operation:

- 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
- 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).

| Name: | Title: | Contact Details: |
|-----------------|----------------------|-------------------------|
| 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: