

Safe Operating Procedure Circular Saw

www.rapidhire.net.au

We are located at:
10 Kerryl Street, Kunda Park Qld 4556
Email: info@rapidhire.net.au
Phone: 07 5456 2664



The instructions recommended within this document apply to normal risk conditions. If the Circular Saw is to be operated in a dangerous or hostile environment, the user/client is responsible for conducting an appropriate risk analysis and applying suitable controls to mitigate those additional risks.







This instruction should be read in conjunction with the Risk Assessment procedure for the Circular Saw.

Safety risks:

- Entanglement
- Impact and cutting
- Noise
- Electrocutation

WARNING: Do not wear loose fitted clothing or jewellery and ensure long hair is contained

You must wear this personal protective equipment when doing this task:

Foot Protection	Hearing Protection	High Visibility	Eye Protection	Hand Protection	Dust Mask
					

Pre-Operational Check:

- ✓ Ensure task (e.g. Drawings, instructions, specifications etc) is clearly understood.
- ✓ Use only in designated grinding area – erect screens if necessary.
- ✓ Examine the power cord, extension lead, plugs, sockets and power outlet for damage.
- ✓ Ensure the cutting disc, guards and attachments (including handle) are secure and correctly fitted.
- ✓ Before you inspect any parts, make sure the power is turned off and the lead unplugged from the power source.
- ✓ Check workspace and walkways to ensure no slip/trip hazards are present. Ensure adequate lighting. Remove any flammable liquids or combustible materials from the near proximity.
- ✓ Secure and support the workpiece using clamps, bench vices, etc.
- ✓ Identify ON/OFF switch and emergency stop button.
- ✓ Ensure all other employees are clear of the immediate work area.

Safe Operation:

1. Do not use in close proximity to other workers.
2. When you start up the machine, listen for unusual noises or vibrations.
3. Keep fingers, hands and power cords clear of the cutting disc.
4. Before turning on the saw, perform a dry run of the cutting operation to ensure no problems will occur when the cut is made.
5. Do not cut freehand.
6. Avoid reaching over the saw line. Do not cross arms when cutting.
7. Never make adjustments while circular saw is running.
8. Do not switch off circular saw when it is under load, except in emergency.

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9. Allow the machine to reach full speed before contacting the workpiece.
10. Be aware of flying sparks, other people and flammable material.
11. After finishing the cut, release the switch, hold the saw down and wait for blade to stop before removing work or off-cut piece.
12. Ensure guard automatically covers cutting blade when cutting is complete.
13. Do not leave circular saw running unattended.
14. Do not touch work piece immediately after saw operation as it will be extremely hot.
15. Avoid breathing dust – wear suitable dust mask or respirator in dusty areas.
16. Don't over-reach or work at an awkward angle.
17. Keep your hands and feet away from moving parts at all times.
18. Ensure good housekeeping practices are in place to minimize waste build-up.

Storage & Maintenance:

1. Disconnect machine from power supply and wrap up and secure power lead.
2. Remove built up dust and residue from saw.
3. Avoid breathing dust when cleaning saw and work area.
4. Avoid water entry into electric motor when washing exterior of machine.

Circular Saw Risk Assessment

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Likely Risk Issue	Who/ What may be harmed? (Specific Persons)	What is the Rate Level? (Rate risk as Low, Medium or High)	What Risk Control Actions Needs to Be Taken? (What needs to be considered so that the risks are identified and effectively controlled)	Time Frame
Impact and cutting injuries	Participants Operators Spectators Staff	Severity of Risk (S) – 3 Likelihood of Risk (L) – 2 Overall Risk (S x L) = 6 MEDIUM	<ul style="list-style-type: none"> Operator to be trained in correct use of Circular Saw Tool to be used in compliance with manufacturer's instructions Ensure operator's hands and body parts are kept clear during operation and maintenance. Ensure appropriate guarding is installed and in good working order prior to use Ensure cutting wheel is appropriately installed 	Each hire
Noise and Vibration	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Ensure adequate PPE is worn (e.g. Gloves and hearing protection) Take regular breaks from continues operation Conduct periodic maintenance to ensure smoother operation and less vibration 	Each hire
Fire, Explosion & Electrocutation	Participants Operators Spectators Staff	Severity of Risk (S) - 2 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 4 MEDIUM	<ul style="list-style-type: none"> Ensure equipment is maintained and in good condition before use DO NOT USE FAULTY EQUIPMENT. REPORT IMMEDIATELY TO RAPID HIRE Use equipment as per manufacturers recommendations Do not use circular saw in flammable atmosphere or near combustible materials / substances Ensure no hidden hazards such as electric wiring, water pipes, gas pipes etc 	Each hire
Slips, Trips and falls	Participants Operators Spectators Staff	Severity of Risk (S) - 1 Likelihood of Risk (L) - 2 Overall Risk (S x L) = 3 LOW	<ul style="list-style-type: none"> Wear appropriate footwear Ensure appropriate cleaning and housekeeping practices are maintained to minimise the risk of slips, trips and falls 	Each hire

Calculation of Risk Evaluation

Severity of Risk (S) is judged by evaluating the effects of the hazard if the risk occurs. This is evaluated as Minor = 1, Major = 2, Serious = 3

Risk Likelihood (L) - The likelihood of the harm occurring is evaluated on the basis of: Unlikely =1, Possible = 2, Likely = 3

Overall Risk is calculated by multiplying the figure for Severity (S) and Likelihood (L).

The overall risk figure calculated is related to the Risk Level of either Low: 1 to 3; Medium: 4 to 6 or High: 7 to 9

NB This is a generic risk assessment only. It is advisable to carry out a site-specific assessment prior to using this equipment.