

Safe Work Instruction	
<b>Drop Saw</b>	Issue date: 22 October 2008

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Example content:

<b>Document no.</b>	<b>Work description</b> Use of Drop Saw		
	<b>Scope</b> Used for cutting all types of timber		
<b>Review date</b>	<b>References : AS4024.1 Safety of Machinery; AS/NZS 60745.2.5:2003.</b>		
<b>Responsible supervisor</b>	<b>PPE and precautions</b>	<b>Competencies or qualifications</b>	<b>Licences or permits required</b>
<i>Insert name in BLOCK letters</i>	<b>Do not wear</b> anything loose that <ul style="list-style-type: none"> <li>•</li> </ul>		
Tools and equipment required: Dust extraction must be used for this machine			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO THE RISK MANAGEMENT PROCEDURE			
<b>Pre Operational Safety Checks</b>	<ul style="list-style-type: none"> <li>• Check safety guards are in place prior to commencing work</li> <li>• Check casing is intact prior to use and report any defects</li> <li>• Ensure blade is fitting to correct rotation</li> <li>• Check blade is tight before commencing work</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		
<b>Safe Operational Use</b>	<ul style="list-style-type: none"> <li>• Clamp sample in clamping device</li> <li>• Check the guard is working</li> <li>• Fit appropriate cutting wheel</li> <li>• Turn on coolant with cover in the open position</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		
<b>Housekeeping</b>	<ul style="list-style-type: none"> <li>• Leave the machine in a safe, clean and tidy state.</li> <li>•</li> </ul>		
<b>Inspection and</b>	<b>Drop Saws must</b>		

Business Savvy – Safe Work Instruction - Drop Saw

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