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Example content:

Document no.	Scope: **This instruction applies to the safe general use of a panel saw.** Used as sawing machine to cut sheets into sized parts.		
Review date	References: **AS4024.1 Safety of Machinery; AS/NZS 60745.2.5:2003 Hand Held Motor operated tools; 1336: 1997 Recommended practices for occupational eye protection; AS/NZS 1269.2: 2006 Occupational Noise Management part 3. Hearing protection program.**		
Responsible supervisor	**PPE and precautions**	**Competencies or qualifications**	**Licences or permits required**
Insert name in BLOCK letters	**Do not wear** anything loose that could catch in the moving parts such as sleeve cuffs, cuffed pants, scarves, loose long hair, rings or jewellery or gloves. Don't smoke Wear all required PPE such as ☐ Safety glasses ☐ . ☐ . ☐ . ☐ . Machinery must.	Only operators who have been authorised Operators must be	

	Safety glasses must be worn at all times in work areas.		Long and loose hair must be contained.
	Appropriate footwear with substantial uppers must be worn.		Close fitting/protective clothing must be worn.
	Rings and jewellery must not be worn.		Hearing protection may be required for some operations.

Warning	Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.
Pre Operational Safety Checks	• Ensure no slip/trip hazards are present in workspaces and walkways • Locate and ensure you are familiar with the operation of the ON/OFF starter and emergency stop (if fitted) • . • . • . • . • . • . • .
Safe Operational Use	• When ripping or crosscutting use the saw at its maximum height. • Adjust top hood guard for minimal clearance above material to prevent accidental contact with saw blade • . • . • . • .

Business Savvy – Safe Work Instruction – Panel saw

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