1. Completed by: Andrew McVicar  
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School/Unit: Schools of Biological Sciences, Chemistry, Molecular Bioscience, Physics.

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2. Safe work procedure title and basic description of activity

Title: Radial Arm Wood Saw

Description of activity:-

Using a radial arm wood saw for cutting large pieces of timber into smaller pieces of timber, to specific shapes.

3. List Hazards and risk controls as per risk assessment

| Associated risk assessment number and location:  
| There is no separate Risk Assessment, or HIRAC performed for this SWP. All hazards have been identified, with control mechanisms listed. Provided all controls are followed, the likelihood of injury is low. | Potential hazards:  
| --- |  
| ① Saw may grab and ‘kick-back’ toward operator.  
| ② Flying chips and airborne dust.  
| ③ Contact with rotating blade.  
| ④ Eye injuries.  
| ⑤ Noise. | Controls:  
| Be mindful of the direction the material is being fed into the saw. Do not stand immediately behind the material, but off to the side where convenient.  
| Where possible, operate in a ventilated area. Wear dust mask and eye protection.  
| Take extreme precaution when removing timber from machine to avoid contact with rotating saw blade.  
| Wear appropriate eye protection.  
| Wear appropriate hearing protection. |

4. List resources required including personal protective clothing, chemicals and equipment needed

PERSONAL PROTECTIVE EQUIPMENT

- Safety glasses must be worn at all times in work areas.
- Sturdy footwear must be worn at all times in work areas.
- Respiratory equipment must be worn.
- Long and loose hair must be contained.
- Close fitting/protective clothing must be worn.
- Hearing protection must be worn.
- Rings and jewellery must not be worn.

5. List step by step instructions or order for undertaking the task

PRE-OPERATIONAL SAFETY CHECKS

- Due to the high rotational speed and sharpness of the blade teeth this machine has the potential to cause instant serious injury. EXERCISE EXTREME CAUTION WHEN USING THIS MACHINE. Keep fingers and other body parts well away from the blade.
- Ensure material to be cut poses no hazard. For unusual materials consult the manufacturers’ Material Safety Data Sheets (MSDS) for specific technical data and precautionary measures.
- Locate and ensure you are familiar with all machine operations and controls.
- Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty.
✓ Ensure there is adequate lighting and ventilation in the area of operation.
✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
✓ Ensure that all swivelling points and locks are securely tightened.
✓ Ensure that a suitable blade for the material and thickness is fitted and is in good condition.
✓ Keep table and work area clear of all tools, off-cuts and sawdust.
✓ Start the dust extraction unit before using the machine.

OPERATIONAL SAFETY CHECKS
✓ Keep hands away from the blade and cutting area.
✓ The workpiece must be held against a fence.
✓ Allow the saw blade to obtain maximum speed before making a cut.
✓ Avoid reaching over the saw line.
✓ When pulling the saw across, with your hand, keep the other hand, especially the thumb, well clear of the line of cut.
✓ When cutting bowed timber, place the bow against the table to avoid the saw binding.
✓ Before making adjustments, switch off and bring the machine to a complete standstill.

ENDING OPERATIONS AND CLEANING UP
✓ Switch off the machine.
✓ Reset all guards to a fully closed position.
✓ Leave the machine in a safe, clean and tidy state.

DON’T
✗ Do not use faulty equipment. Immediately report suspect equipment.
✗ Do not cut round material, branches, dowel or wood with embedded nails or screws.
✗ Do not rip solid timber along the grain.
✗ Do not cut short lengths of timber.
✗ Do not use excessive force.
✗ Do not exceed the maximum cut for the machine.
✗ Do not use compressed air for cleaning the machine.

6. List emergency shutdown procedures
Hit emergency stop button.

7. List Emergency procedures for how to deal with fires, spills or exposure to hazardous substances
Not applicable.

8. List Clean up and waste disposal requirements
Vacuum or brush dust and timber off-cuts from the machine and the floor. Dispose of in the general waste stream.

9. List legislation used in the development of this SWP

10a. List competency required – qualifications, certificates, licensing, training - e.g. course or instruction:
Metal Trades Craftsman's Certificate, or equivalent.

10b. List competency of Assessor
David Beech – Senior Technical Officer (Physics) – BSc (Eng)

11. Supervisory approval, And review
Supervisor: Gemma Thompson Signature:

Responsibility for SWP review: Gemma Thompson Date of review: 9th August 2013
In signing this section the assessor/authorisor agrees that the following persons are competent in following this SWP

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<tr>
<th>Name</th>
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<th>Name of Assessor/Authoriser</th>
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<tr>
<td>Andrew McVicar</td>
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<td>David Beech</td>
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<td>Marcel Kaegi</td>
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