



LOCKSMITHS

SAFE OPERATING PROCEDURE CUT OFF WHEEL / SAW

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 CLOSE FITTING PROTECTIVE CLOTHING MUST BE WORN	 HEARING AND EYE PROTECTION MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 HAIR PROTECTION MUST BE WORN	 HAND PROTECTION MUST BE WORN	 SWITCH OFF WHEN NOT IN USE	 NO RINGS OR JEWELLERY TO BE WORN	 AVOID AN ACCIDENT CARRY LOADS WITH A STRAIGHT BACK



PRE-OPERATIONAL SAFETY CHECKS

- Ensure the saw is properly secured to a worktable by bolts/ clamps at approximately hip height.
- Ensure the saw is operated on an RCD protected circuit.
- Use abrasive cut off wheels with the correct size arbor hole.
- Use abrasive cut off wheels which have a maximum safe operating speed greater than the "no load RPM" marked on the machine's nameplate.
- Before each use inspect the cut off wheel for chips and cracks.
- Check workspaces and walkways to ensure no slip/trip-hazards are present.
- Ensure all guards are in place, in working order, and in proper adjustment and alignment.

- Keep table and work area clear of all tools and off-cut material.
- Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

This machine and abrasive wheel is not intended to cut wood or wood products.

- Only one person may operate this machine at any one time.
- Ensure all adjustments to machine are secure before making a cut.
- Do not hold a workpiece by hand. Workpiece will become very hot while being cut.
- Use the vice to clamp the work and properly support the over-hanging portion or the workpiece level with the base of the machine.
- Do not use a length stop on the free off-cut end of a clamped workpiece.
- Allow the machine to reach full speed before contacting the workpiece.
- Do not have any part of your body in line with the path of the abrasive disc.

Date of last review	Name	Signature

SOP – Cut Off Wheel / Saw © V1 06/2016

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to complement training and as a reminder to users prior to use.



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LOCKSMITHS

- ✓ Ease the abrasive disc against the work piece when starting to cut. Do not force tool.
- ✓ Keep hands away from cutting area. Do not attempt to remove cut material while wheel is moving.
- ✓ After finishing the cut, release the switch, hold the saw arm down and wait for the disc to stop before removing work or off-cut piece.
- ✓ Disconnect the plug from the power source and bring the machine to a complete standstill before making any adjustments.

ENDING OPERATIONS AND CLEAN UP

- ✓ Switch off the saw when work completed & before removing waste material from work site.
- ✓ Ensure ventilation openings and switch levers are kept clean and free of foreign matter.
- ✓ Make sure disk is still in good condition after usage.
- ✓ Leave the machine in a safe, clean and tidy state.

MAINTENANCE

- ✓ Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- ✓ Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- ✓ This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Hot metal (burns from workpiece).
- ⓘ Metal Sparks.
- ⓘ Noise.
- ⓘ Sharp edges and burrs.
- ⓘ Hair/clothing getting caught in moving machine parts.
- ⓘ Contact with Rotating Disc.
- ⓘ Eye injuries.

DON'T

- ✗ DO NOT operate equipment without wearing appropriate PPE
- ✗ Bend down near the machine while it is running.
- ✗ Force the work piece against a wheel.
- ✗ Grind on the side of abrasive cut off wheels.
- ✗ Do not use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE** tag.



Date of last review	Name	Signature

