STANDARD OPERATING PROCEDURE

Cold Saw

DO NOT use this machine unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.

- Safety glasses must be worn when operating this equipment.
- Safety footwear must be worn when operating this equipment.
- Rings and jewellery must not be worn when operating this equipment.
- Long and loose hair must be contained when operating this equipment.
- Close fitting/protective clothing must be worn when operating this equipment.
- Hearing protection must be used when operating this equipment.

PRE-OPERATIONAL SAFETY CHECKS
1. Ensure that risk assessment has been read. UQ risk assessment task ID # 2057.
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Check equipment connected with a plug and cord is fitted with a current electrical safety test tag.
4. Examine the power cord for damage.
5. Locate and ensure you are familiar with the operation of the ON/OFF starter and lockable E-Stop.
6. Ensure saw blade is in good condition.
7. Check that all guards are in position.
8. Check the operation of the work vice and use the vice to clamp the work securely.
9. Support overhanging work and signpost if it presents a hazard
10. Check coolant delivery system to allow for sufficient flow of coolant.
11. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS
1. Ensure the coolant is directed at the cut.
2. Never leave the machine running unattended.
3. Never force the saw into the workpiece. Use a slow and even feed rate.
4. Attention must be paid to unusual noises during the sawing process.
5. Before making adjustments, before cleaning swarf accumulations or removing material, switch off and bring the machine to a complete standstill.
6. Immediately absorb any coolant spills.

HOUSEKEEPING
1. Switch off the equipment, engage E-stop and reset all guards to a fully closed position.
2. Return all tooling and fixtures to the correct storage location.
3. Leave the machine and work area in a safe, clean and tidy state after job is completed.
4. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin.

POTENTIAL HAZARDS
- Eye injuries
- Crush and Pinch Points
- High noise levels when cutting
- Skin irritation
- Rotating machine parts - entanglement
- Metal splinters/swarf
- Sharp edges & burrs
- Wheels ‘run on’ after switching off

FORBIDDEN
- Attempting to cut very small items
- Removal or modification of safety devices
- Distracting operator
- Using equipment with lapsed test tag