

STANDARD OPERATING PROCEDURE

Power Jigsaw - Hand Held

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.



Respirator protection devices may be required for some operations 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 worn where noise levels are in excess of the 85 dB(A) occupational exposure limit.



Rings and jewellery must not be worn when operating this equipment.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID # 36552.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Check equipment is fitted with a current electrical safety test tag.
4. Check the jigsaw and the power cord for signs of damage.
5. Machine power source must be isolated (not plugged in) while blades are being installed.
6. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

1. Don't carry the jigsaw by the power cord, when disconnecting the jigsaw don't yank the power cord.
2. Before making adjustments switch off the jigsaw and bring the machine to a complete standstill.
3. Do not attempt to cut material beyond the capacity of the machine.
4. Keep hands in sight and clear of all moving parts and cutting surfaces.
5. Keep your balance and proper footing when working with power tools, being careful not to overreach.
6. Secure work with clamps or a vice, freeing both hands to operate the equipment.
7. Metal and wood cutting require different cutting blades, make sure you use the correct type for the job.
8. Let the saw blade do the work. Jigsaw blades are prone to be broken if excessive forces are applied.
9. Always make sure the cable is out of the cutting region.

HOUSEKEEPING

1. Disconnect power tools and return all tooling and fixtures to the correct storage location.
2. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.
3. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

POTENTIAL HAZARDS

- Electric shock
- Ergonomic injuries
- Flying debris/dust
- Hand and eye injuries
- High noise levels
- Sharp edges & burrs

FORBIDDEN

- Distracting operator
- Removal or modification of safety devices
- Using equipment with lapsed test tag
- Using equipment with bent or damaged blade

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.