

# STANDARD OPERATING PROCEDURE

## Scroll 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.



Particle mask or respirator to be worn when machining operation generates dust/particulates.



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 # 36687.**
2. Ensure no slip/trip hazards are present in workspaces and walkways.
3. Locate and ensure you are familiar with the operation of the ON/OFF starter and lockable E-Stop.
4. Check that the blade guard is securely fixed in position.
5. Ensure the blade teeth point downward, toward the table.
6. Make all adjustments only when the machine is turned off and unplugged from the power source.
7. Choose the correct size and style blade for the material and the type of cutting planned.
8. Tighten the blade securely in the chucks and adjust it in-line with the blade support.
9. Ensure the blade tension is properly adjusted. If "knocking" is heard, readjust the tension.
10. Faulty equipment must not be used. Immediately report suspect machinery.

### OPERATIONAL SAFETY CHECKS

1. Never leave the machine running unattended.
2. Start the dust extraction unit before using the saw (if fitted).
3. Ensure material to be sawed is of correct size/shape, can be held safely during operation and only use materials free from defects.
4. Ensure that the stock rests securely on the table and never start the saw with the blade in contact with the material.
5. Use a safe working posture and never overreach — you may slip and fall into the machine.
6. Keep your hands, fingers, and body parts well out of the way of the blade. Never have your hand or fingers in the line of cut.
7. Give the blade time to do its job. The teeth are small and you must feed your work slowly don't force your material into the blade. If you are cutting a radius or circle don't turn too sharply.
8. Never attempt to remove timber swarf by hand. Always turn off the machine and use a brush.

### 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.
4. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

### POTENTIAL HAZARDS

- Eye injuries
- Inhalation of dust particles
- Contact with blade at point of operation and during cleaning and adjustment
- Moving object kickback
- Noise exposure
- Flying chips and airborne dust

### FORBIDDEN

- Distracting operator
- Removal or modification of safety devices

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.