



Title	Scroll-saw Safety Procedure
Procedure	Scroll-saw Safety Procedure 001
Date Approved	05/2017
Next Review	05/2018 or when a new machine or attachment is purchased or being used in the workshop for the first time by a member.
Distribution	All members
Location	Printed copy in Main filing cabinet, PC copy c:\my documents\Scroll-saw Safety Procedure 001.doc
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Other relevant documents	Induction to machines procedure, Machines Safety Procedure, Chainsaw procedure, Table saw procedure, Planer/Thicknesser procedure, Dust Collector Procedure, Workshop Attendance procedure, Electrical Leads and electrical safety checks procedure
Document History	
Version	Notes
001	Second Issue no changes made.



SAFE OPERATING PROCEDURES

Scroll-saw (wood)

DO NOT use this machine unless you have been instructed in its safe use and operation and then been approved and registered in the club as authorised to use it.



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Appropriate footwear with substantial uppers must be worn.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.



Hearing protection may be required for some operations.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways.
2. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted).
3. Check that all guards are in position.
4. Lower the blade guide and guard to full effect.
5. Start the dust extraction unit before using the saw.
6. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

Keep fingers off the line of the cut at all times

1. Never leave the machine running unattended.
2. The work piece should be fed evenly and held firmly on the table to ensure effective control during cutting whilst keeping hands in a safe position.
3. Do not force a wide blade on a cut of small radius. Use relief cuts when cutting sharp curves. Alternatively use a spiral cutting blade.
4. Before making adjustments or changing blades switch off the saw and bring the machine to a complete standstill.
5. Stop the machine before attempting to back the work away from the blade.
6. Stop the saw immediately if the blade breaks.

HOUSEKEEPING

1. Switch off the saw and reset all guards to a fully closed position.
2. Leave the machine in a safe, clean and tidy state.