


Work Health And Safety: Safe Work Practice: Garden & Maintenance

Drop Saw

 Risks	Risk Level	Risk Controls
Damage to ears from noise of equipment	Likelihood: D Consequence: 2 Rating = HIGH	<input checked="" type="checkbox"/> Restrict clients, animals and public from work area. <input checked="" type="checkbox"/> Ear protection to be worn by workers.
Damage to eyes and other parts of body from particles by use of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Only operate equipment in adequately ventilated area <input checked="" type="checkbox"/> Wear personal protective equipment as necessary <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Damage to body from sharp/moving parts of equipment	Likelihood: B Consequence: 3 Rating = HIGH	<input checked="" type="checkbox"/> Only competent workers to operate equipment <input checked="" type="checkbox"/> Wear personal protective equipment as necessary <input checked="" type="checkbox"/> Keep your hands away from the sharp/moving parts <input checked="" type="checkbox"/> Minimise distractions, e.g., if necessary turn off TV, radio, noisy/unpredictable people <input checked="" type="checkbox"/> Never leave equipment unattended. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Electric shock	Likelihood: E Consequence: 1 Rating = HIGH	<input checked="" type="checkbox"/> Only use if equipment and its cord are in good condition <input checked="" type="checkbox"/> Ensure power cord is not in power point when cleaning/preparing equipment <input checked="" type="checkbox"/> Ensure hands are dry when touching electrical equipment/switches
Injury to worker from hazards in the setting	Likelihood: C Consequence: 4 Rating = MODERATE	<input checked="" type="checkbox"/> Worker to assess environment and remove or isolate potential slip, trip and other hazards. <input checked="" type="checkbox"/> First aid kit available for prompt treatment of injuries.
Manual handling injury from moving or using the equipment	Likelihood: E Consequence: 4 Rating = LOW	<input checked="" type="checkbox"/> Keep natural curves in back/neutral posture when operating equipment <input checked="" type="checkbox"/> Rotate your tasks throughout the day and take frequent rest breaks to give your body a rest. <input checked="" type="checkbox"/> Operator to hold/use equipment as designed

Equipment required:

<i>Mercy Services equipment</i>	<i>Others equipment</i>
Drop Saw, Manufacturer’s instruction manual	
Personal Protective Equipment required: If appropriate: ear protection, dust mask and eye protection	

Activity	Worker behaviour	Client/other’s behaviour
Preparation	1. Ensure you are familiar with the manufacturer’s instructions for use of the equipment 2. Make sure the equipment is the right tool for the task at hand.	

	<ol style="list-style-type: none"> 3. Ensure the power supply is disconnected before making any adjustments to the saw or changing the blade. 4. Ensure blade is sharp and appropriate type for the task. 5. Ensure all cords are clear of the cutting area before starting to cut 6. Ensure adequate space in work area 7. Ensure material to be cut is free of nails, screws 8. Apply personal protective equipment 9. Ensure guarding is in place. 10. Ensure the local exhaust/ventilation system is working (if available). 11. Identify ON/OFF switch and emergency stop button (if applicable). 	
Operation	<ol style="list-style-type: none"> 1. Keep hands clear of work piece and away from rotating blade. 2. Check that saw runs ‘true’ and does not wobble. 3. Back out frequently on deep cuts to clean and allow the blade to cool. 4. Do not force saw if it is resisting the cut. 5. Ensure the retracting guard is fully returned to its down position before the saw is set down. 6. Turn off power completely before clearing a jam or cleaning the saw. 	There should be no unauthorised/other people are not in the way or likely to be distracting.
Completion	<ol style="list-style-type: none"> 1. Unplug the equipment after use 2. Ensure the saw is cleaned and maintained as per the manufacturer's instructions 3. Securely store the equipment 	

As at 22/03/2016 this Safe Work Practice is authorised for use in:

<i>Service</i>	<i>Position</i>
Social Support – Activity shed	Volunteer
Social Support – Activity shed	Community Care/Activity Assistant

Date for review of safe work practice: **March 2019 (or if injury or changes require**

COMPETENCY ASSESSMENT

Drop Saw

Employee _____

Assessor _____

Date _____

Desired Outcome:

To use a drop saw without injury

Knowledge required:

Worker must have read manufacturer’s manual for this equipment

Performance Criteria	Competence demonstrated	Comment
Preparation		
1. Ensure you are familiar with the manufacturer’s instructions for use of the equipment		
2. Make sure the equipment is the right tool for the task at hand.		
3. Ensure the power supply is disconnected before making any adjustments to the saw or changing the blade.		
4. Ensures blade is sharp and appropriate type for the task.		
5. Ensure all cords are clear of the cutting area before starting to cut		
6. Ensure adequate space in work area		
7. Ensure material to be cut is free of nails, screws		
8. Apply personal protective equipment		
9. Ensure guarding is in place.		
10. Ensure the local exhaust/ventilation system is switched on and in good working order.		
11. Identify ON/OFF switch and emergency stop button (if applicable).		
Operation		
1. Keep hands clear of work piece and away from rotating blade.		
2. Checks that saw runs ‘true’ and does not wobble.		
3. Back out frequently on deep cuts to clean and allow the blade to cool		
4. Do not force the circular saw if the saw is resisting the cut		
5. Ensure the retracting guard is fully returned to its down position before the saw is set down		
6. Turn off power completely before clearing a jam or cleaning the saw.		
Completion		

1. Unplugs the equipment after use		
2. Ensures the saw is cleaned and maintained as per the manufacturer's instructions		
3. Securely stores the equipment		

Is the worker assessed as being competent? YES NO

Any required follow up action/training: _____

Signature of employee..... Date.....

Signature of assessor Date.....