



SAFETY OPERATING PROCEDURES



Scroll Saw

DO NOT use this machine unless a teacher has instructed you in its safe use and operation and has given permission.

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 the scroll saw is securely fixed on a stable and level surface.
2. Ensure the scroll saw is operated on an RCD protected circuit.
3. Ensure the machine operator zone is clearly marked and no slip/trip hazards are present in workspaces and walkways.
4. Check that the blade guard is securely fixed in position.
5. Choose the correct size and style blade for the material and the type of cutting planned.
6. Ensure the blade teeth point downward, toward the table.
7. Tighten the blade securely in the chucks and adjust it in-line with the blade support.
8. Ensure the blade tension is properly adjusted. If "knocking" is heard, readjust the tension.
9. Locate and ensure you are familiar with the operation of the ON/OFF starter.
10. Faulty equipment must not be used. Immediately report suspect machinery.

OPERATIONAL SAFETY CHECKS

Keep fingers and hands away from the path of the blade.

1. Use this scroll saw to cut only wood, manufactured boards, plastics and nonferrous metals.
2. Do not hand hold pieces so small that your fingers will go under the blade guard. Use a jig to hold a small workpiece.
3. Ensure there are no nails or foreign objects in the part of the workpiece to be cut.
4. Adjust the hold down foot so that it is pressing lightly on the work piece.
5. Start the dust extraction unit before using the saw.
6. Before starting the cut, watch the saw while it runs. If it makes an unfamiliar noise or vibrates excessively, stop immediately. Turn the saw off and isolate the machine. Do not restart until finding and correcting the problem.
7. Allow the blade of the saw to reach full operating speed before starting the cut.
8. Keep hands and fingers clear of the scroll saw point-of-operation.
9. Do not force the tool. Firmly hold the workpiece with both hands and feed it at a moderate rate of speed into the blade.
10. Keep your face and body to one side of the blade and out of line with a possible thrown piece if the blade should break.
11. Turn off the machine and wait until it has completely stopped before removing scraps or making adjustments.

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.

This SOP should be used in conjunction with Education Policy and Procedures Register (EPPR) - HLS-PR-012: Curriculum Activity Risk Management Modules

Acknowledgement: Much of the information for this document has been sourced from content kindly provided by Department of Education & Children's Services SA website : Machine Guarding - Safe Operating Procedures.

Date of last review _____

Signature _____