



AUSTRALIAN
**GLASS &
WINDOW**
ASSOCIATION

OH&S Guidelines

Safe Work Practices For Use of Twin Head Mitre Saw

Risk Assessment

Legislation in all jurisdictions now requires that a risk assessment be prepared for plant, including mobile plant. Plant risk assessments should be prepared in consultation with employees and in accordance with the regulations and codes of practice applicable in the state of operation.

Manufacturers, suppliers, and installers of plant are required to prepare and supply a risk assessment. The plant risk assessment should be conducted after a review of the supplied risk assessments and operations manuals.

After the risk assessment has been conducted a safe work procedure should be prepared in consultation with staff. The safe work procedure should include the isolation procedures for that plant. All employees should be trained in the use of lockouts, personal danger tags and "out of service" tags.

Personal Protective Equipment (PPE)

The appropriate PPE **MUST** be fitted correctly and worn whilst working

Eye protection	Safety Glasses	At all times
Foot Protection	Steel capped boots/shoes	At all times
Hearing Protection	Ear Muffs/Plugs	At all times

IMPORTANT

Only authorised users, or persons under direct supervision of authorised users, are permitted to operate or carry out maintenance on this equipment

Pre-Operational Checks

- Work area is clear
- No loose clothing to be worn
- Electrical connection operational
- Check guards are in place and secure
- No components or rubbish in the blade drop area

Safe Operation

- Calibrate saw before starting work
- Machine must be switched off during cleaning and maintenance work
- In an emergency isolate (switch off & disconnect) equipment from main power supply
- Guards are not to be lifted exposing the blade for any purpose
- Hands/body parts are not to be placed on or near the saw path at any time during operation
- It is the operator's responsibility to ensure that no person is in the path of automated stops or second cutting head (double head mitre saw)



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Isolation Procedures

- Before any maintenance, set up work inside the guarded area, or work requiring the removal of guards, is undertaken, the plant should be isolated from its power source and "locked out".
- Each person working on the machine inside the guarded area should fit a personal danger tag and lock.
- On completion of the work each personal danger tag should be removed by the person who fitted it.
- If the plant is unsafe to use for any reason, the press should be isolated, locked, and an "out of service" tag fitted.
- An "out of service" tag should only be removed by a person competent to assess the plant as safe to use.
- Under no circumstance should a saw or any plant be operated while a personal danger tag or "out of service" tag is fitted.

Post Operational

- Turn main power supply off
- Leave area tidy

Daily Maintenance

- Check reservoir for cutting compound and top up as required
- Check condition of saw blade (missing teeth, quality of cut)
- Empty off-cut bins as required
- Maintain housekeeping throughout the day in the general area of machinery

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