## Safe Work Procedure

**Process/Equipment:** Vertical Bandsaw  
**Location:** Engineering Workshop bdl.6

**Procedure Developed by:** Michael Grantham  
**Approved by:** Ron Marshall  
**Date:** 17.1.2007

**Referenced UOW Guidelines, legislation, codes of practice, Australian Standards etc:**
- Occupational Health & Safety Act 2000
- Occupational Health & Safety Regulation 2001
- AS/NZS 1336: 1997 Occupational Eye Protection
- AS/NZS 2210: 1994 Occupational Protective Footwear
- AS/NZS 2161: 2000 Occupational Protective Gloves

**Personal Protective Equipment Required** *(Check the box for required PPE):*

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**Step Number** *(Steps in the process/task)*  
**Activity** *(Steps in the process/task)*  
**Hazards Identified** *(What could cause an injury)*  
**Risk Score** *(How harmful is it)*  
**Controls** *(What can be done to minimise the risk of injury)*

**SPECIAL NOTE**

NO PERSONNEL ARE TO USE THIS EQUIPMENT WITHOUT UNDERGOING THOROUGH PRACTICAL TRAINING WHILE PROPERLY SUPERVISED.

1. **Pre-Start Checks**
   - Flying Debris
   - Eye Injury
   - Cuts/ Lacerations
   - Risk Score: Med/High
   - Controls:
     - Check that all guards are securely in place.
     - Check condition of blade guides. Adjust if necessary.
     - Inspect saw blade for notches, cracks or missing teeth - replace if necessary.
     - If saw breaks whilst operating, serious injury could result.
     - If saw cuts roughly causing splinters/ shards of wood or metal, serious eye injury could result.
<table>
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<tr>
<th>Step Number</th>
<th>Activity</th>
<th>Hazards Identified</th>
<th>Risk Score</th>
<th>Controls</th>
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<tr>
<td>2.</td>
<td>Commence Cutting Operation</td>
<td>Flying Debris, Eye Injury, Cuts/ Lacerations</td>
<td>High</td>
<td>SPEED OF SAW MUST BE ADJUSTED TO SUIT MATERIAL BEING CUT. THIS MUST BE DONE WHEN THE MACHINE IS RUNNING. Operator is to ensure they have a firm grip on material to be cut. Keep hands well clear of blade while cutting. If the material being cut jams in the saw, press emergency stop button. Switch off band saw at main power switch BEFORE clearing object.</td>
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<tr>
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<td>SPECIAL NOTE</td>
<td>Flying Debris, Eye Injury, Cuts/ Lacerations</td>
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<td>EYE PROTECTION MUST BE WORN AT ALL TIMES WHEN OPERATING THIS EQUIPMENT.</td>
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