

## Safe Operating Procedures – Skill Saw

### Incorrect use of Skill Saw can cause serious injury.

*Do not use unless you have been shown how to safely operate this power tool and all Safe Operating Procedures and Precautions are being followed.*

#### REQUIRED PPE

- |                              |                                       |                                   |
|------------------------------|---------------------------------------|-----------------------------------|
| - Gloves                     | - Safety Eyewear or Face Shield       | - Ear Muffs or Hearing Protection |
| - Safety Footwear            | - Protective Clothing (Close Fitting) | - Contain long/loose hair         |
| - Remove any rings/jewellery | - Dust Mask                           |                                   |

#### ENVIRONMENT

- **Declutter the workspace.** Ensure you have a safe clear area in which to work free of trip hazards, obstacles, or other people.
- **Ensure sufficient lighting of work area.** A head torch works well to ensure there is sufficient lighting of the area where you are working to avoid eye strain and accidents due to poor light
- **Power cord, extension lead, socket.** Ensure all electrical leads/cords/sockets are safe for use. Keep these clear of the area where grinding.
- **RCD protection.** Power tools should be operated with RCD protection on the supply. Either via the RCD lead in vehicle PPE or RCD protection at the socket or on the circuit
- **Ventilation.** Grinding and cutting will produce dust and metal particles, sparks and fumes. Open doors and windows and try to direct sparks away from you.
- **Flammable materials/items.** Ensure there are no flammable materials in the work area due to the risk of sparks
- **Have Fire Extinguisher nearby.** Have this available due to risk of sparks causing fire
- **Support of work piece.** Ensure the item you are cutting is securely supported in place. Use clamps, bench vices, etc as necessary to ensure piece you are working on is securely in place
- **Power Switch.** Ensure the power/on switch is in the off position prior to connecting power to the Skill Saw.

#### ELECTRICAL SAFETY

- **Power tool plugs must match the outlet.** Never modify the plug in any way. Do not use any adapter plugs with earthed (grounded) power tools. Unmodified plugs and matching outlets will reduce risk of electric shock.
- **Do not expose power tools to rain or wet conditions.** Water entering a power tool will increase the risk of electric shock.
- **Do not abuse the cord.** Never use the cord for carrying, pulling or unplugging the power tool. Keep cord away from heat, oil, sharp edges or moving parts. Damaged or entangled cords increase the risk of electric shock.
- **When operating a power tool outdoors, use an extension cord suitable for outdoor use.** Use of a cord suitable for outdoor use reduces the risk of electric shock.

## PERSONAL SAFETY

- **Stay alert, watch what you are doing and use common sense** when operating a power tool. Do not use a power tool while you are tired or under the influence of drugs, alcohol or medication. A moment of inattention while operating power tools may result in serious personal injury.
- **Use safety equipment (PPE). Always wear eye protection.** Safety equipment such as dust mask, non-skid safety shoes, hard hat or hearing protection used for appropriate conditions will reduce personal injuries. See required PPE list at top of this safe operating procedure
- **Avoid accidental starting.** Ensure the switch is in the off position before plugging in. Carrying power tools with your finger on the switch or plugging in power tools that have the switch on invites accidents.
- **Remove any adjusting key or wrench before turning the power tool on.** A wrench or a key left attached to a rotating part of the power tool may result in personal injury.
- **Do not overreach.** Keep proper footing and balance at all times. This enables better control of the power tool in unexpected situations.
- **Dress properly.** Do not wear loose clothing or jewellery. Keep your hair, clothing and gloves away from moving parts. Loose clothes, jewellery or long hair can be caught in moving parts.

## USING A CIRCULAR SAW

- **Operating Instructions.** Ensure you have read the instruction manual for the tool you are using **BEFORE USE**. This will either be kept with the tool or be available in your Health & Safety Manual. Grammar Electrical presently has a RYOBI Skill Saw and the Instruction Manual is attached to this safe use procedure.
- **Maintain a firm grip with both hands** on the saw and position your arms to resist kickback forces. Position your body to either side of the blade, but not in line with the blade. Kickback could cause the saw to jump backwards, but kickback forces can be controlled by the operator, if proper precautions are taken.
- **When blade is binding or when interrupting a cut for any reason**, release the trigger and hold the saw motionless in the material until the blade comes to a complete stop. Never attempt to remove the saw from the work or pull the saw backward while the blade is in motion or kickback may occur. Investigate and take corrective actions to eliminate the cause of blade binding.
- **Be sure to disconnect the tool from the power supply before attaching or removing the saw blade.** Be sure that the teeth of the saw blade are pointing upward at the front of the tool.
- **When restarting a saw in the workpiece**, centre the saw blade in the kerf and check that saw teeth are not engaged into the material. If saw blade is binding, it may walk up or kickback from the workpiece as the saw is restarted.
- **Support large panels to minimise the risk of blade pinching and kickback.** Large panels tend to sag under their own weight. Supports must be placed under the panel on both sides, near the line of cut and near the edge of the panel.
- **Do not use dull or damaged blades.** Unsharpened or improperly set blades produce narrow kerf causing excessive friction, blade binding and kickback.
- **Blade depth and bevel adjusting locking levers must be tight and secure before making a cut.** If blade adjustment shifts while cutting, it may cause binding and kickback.
- **Use extra caution when making a "plunge cut" into existing walls or other blind areas.** The protruding blade may cut objects that can cause kickback.
- **Safety instructions for saws with lower guard Check lower guard for proper closing before each use.** Do not operate the saw if lower guard does not move freely and close instantly. Never clamp or tie the lower guard into the open position. If saw is accidentally dropped, lower guard may be bent. Raise the lower

guard with the retracting handle and make sure it moves freely and does not touch the blade or any other part, in all angles and depths of cut.

- **Check the operation of the lower guard spring.** If the guard and the spring are not operating properly, they must be serviced before use. Lower guard may operate sluggishly due to damaged parts, gummy deposits or a build-up debris.
- **Lower guard should be retracted manually only for special cuts** such as "plunge cuts" and "compound cuts." Raise lower guard by retracting handle and as soon as the blade enters the material, the lower guard must be released. For all other sawing, the lower guard should operate automatically.
- **Always observe that the lower guard is covering the blade before placing saw down on bench** or floor. An unprotected, coasting blade will cause the saw to walk backwards, cutting whatever is in its path. Be aware of the time it takes for the blade to stop after switch is released