

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 017 – DOCKING SAW

1. PURPOSE AND SCOPE

Minimum requirements for safe operation of fixed docking/cross-cut saws at Illusions Australia.

Applies to cross-cutting approved timber and similar materials using fixed docking saw equipment.

2. AUTHORISATION AND COMPETENCY

Only competent and authorised workers may operate the saw.

Operators must understand guarding, clamping/support, blade path, kickback/ejection and isolation.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Eye protection.
- Hearing protection.
- Safety footwear.
- Respiratory protection where dust extraction does not adequately control exposure.
- Close-fitting clothing; restrain long hair and avoid gloves near rotating parts where entanglement may occur.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Blade is correct, sharp, undamaged and securely fitted.
- Blade guard returns and operates correctly.
- Fence/table and material supports are secure.
- Emergency stop and controls are accessible.
- Dust extraction is connected and operating.
- Workpiece is free from loose foreign objects and can be supported throughout the cut.
- Cutting zone is clear of other persons and offcuts.

5. SAFE OPERATING PROCEDURE

1. Plan the cut and support long material.
2. Set stops/fences with the saw stopped.
3. Position the work firmly against the fence and keep hands outside the blade/no-hands zone.
4. Start extraction.
5. Start the saw and allow full operating speed.
6. Make the cut using smooth controlled movement.
7. Keep the workpiece restrained until the blade has completed the cut.

8. Allow the blade to stop before reaching into the cutting area or removing close offcuts.
9. Switch off when finished.

6. PROHIBITED PRACTICES

Workers must not:

- Operate without effective guarding.
- Place hands in the blade path.
- Cut unsupported or unstable work.
- Reach across a moving blade.
- Remove offcuts while the blade is moving.
- Force the blade through material.
- Cut very small pieces that cannot be safely restrained.
- Adjust, clean or clear jams while energised.

7. LONG AND AWKWARD MATERIAL

Long stock can lift, rotate or strike nearby persons.

- Use roller stands or suitable supports.
- Keep the feed/outfeed area clear.
- Use assistance where required.

8. BLADE CHANGES AND JAMS

Access to the blade creates severe laceration and unexpected-start hazards.

- Switch off and isolate before blade changes or jam clearing.
- Use correct tools and reinstate all guards before use.

9. FAULTS, DAMAGE AND ABNORMAL OPERATION

Stop for abnormal vibration, blade damage, guard failure, unusual noise, binding or extraction fault.

Isolate and tag out until rectified.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and wait for blade to stop.
- Isolate where cleaning requires access near the blade.
- Remove offcuts safely and vacuum dust.
- Store supports/accessories.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate energy sources where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.

5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Guard or blade is defective.
- Material cannot be supported or controlled.
- Required extraction is unavailable.
- The cutting method places hands too close to the blade.
- Abnormal operation develops.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 017 – Docking Saw
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