

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 044 – JIG SAW

1. PURPOSE AND SCOPE

This Safe Work Procedure establishes minimum requirements for safe use of portable jig saws at Illusions Australia. It applies to cutting timber, sheet products, plastics and other approved materials using the correct blade and settings.

2. AUTHORISATION AND COMPETENCY

Workers must be competent in jig-saw operation and understand blade selection, workpiece support, hidden hazards and safe isolation.

Materials requiring specific dust controls must be identified before cutting.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Eye protection.
- Hearing protection where required.
- Safety footwear.
- Respiratory protection where dust is not adequately controlled.
- Close-fitting clothing and restrained hair.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Tool, lead/battery, baseplate, switch and guard are serviceable.
- Correct blade is fitted, sharp, undamaged and secure.
- Workpiece is supported so the blade will not strike the bench or supports.
- Cut line is checked for nails, screws and hidden services where relevant.
- Workpiece is clamped where movement could occur.
- Dust extraction is available where required.
- Lead is routed clear of the blade path.

5. SAFE OPERATING PROCEDURE

1. Mark and plan the cut.
2. Select the correct blade and speed/orbital setting.
3. Secure and support the workpiece.
4. Position the baseplate firmly on the work before cutting.
5. Start the saw with the blade clear where appropriate and allow it to establish motion.
6. Guide the saw steadily without forcing or twisting the blade.
7. Keep hands below and away from the blade path.

8. Slow at tight curves and use a suitable blade/radius.
9. Switch off after the cut and allow the blade to stop before setting down.
10. Isolate/remove battery before blade changes or clearing jams.

6. PROHIBITED PRACTICES

Workers must not:

- Place hands beneath the workpiece in the blade path.
- Cut unsupported sheet where it can collapse or trap the blade.
- Force tight curves that bend the blade.
- Use damaged or incorrect blades.
- Reach near a moving blade.
- Change blades while energised.
- Cut into walls/floors where hidden services have not been assessed.

7. BLADE PROJECTION BELOW WORK

The blade extends beneath the workpiece and may not be visible to the operator.

- Keep hands and body clear below the cut.
- Check bench/support clearance before starting.
- Do not cut over the lap or body.

8. DUST AND MATERIALS

Sheet products and timber may generate hazardous dust.

- Use extraction where practicable.
- Apply material-specific dust controls.
- Do not cut suspected asbestos-containing material.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for blade breakage/binding, abnormal vibration, damaged base/guard, electrical fault or dust-control failure.

Isolate before inspection.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and allow blade to stop.
- Isolate/remove battery.
- Allow blade to cool before handling if hot.
- Vacuum debris and store tool/blades safely.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source 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:

- Correct blade is unavailable.
- Workpiece cannot be supported/secured.
- Hidden-service risk is unresolved.
- Dust cannot be controlled.
- Tool or blade is damaged.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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