

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 077 – TABLE SAW

1. PURPOSE AND SCOPE

This Safe Work Procedure establishes the minimum requirements for the safe setup, operation, adjustment and shutdown of table saws used at Illusions Australia.

It applies to all workers authorised to operate a table saw.

2. AUTHORISATION AND COMPETENCY

Only workers who are competent in the safe operation of the table saw and authorised by Illusions Australia may operate the machine.

Workers unfamiliar with the machine, its controls or the required cutting method must obtain instruction from a Foreman or competent authorised worker before use.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety glasses or suitable eye protection.
- Hearing protection.
- Safety footwear.
- Suitable respiratory protection where dust cannot be adequately controlled by extraction.

Gloves must not be worn while operating the table saw where they may create an entanglement hazard.

Loose clothing, jewellery and other items capable of contacting the blade or moving components must be secured or removed. Long hair must be restrained.

4. PRE-START CHECKS

Before starting the table saw, the operator must confirm that:

- The machine and surrounding work area are clear and safe.
- The blade is suitable for the material and intended cut.
- The blade is correctly fitted and in serviceable condition.
- The blade guard is fitted, correctly positioned and functioning.
- The riving knife is correctly fitted and aligned where required.
- Fences, guides and other controls are secure.
- The emergency stop is accessible.
- Dust extraction is connected and operating where required.
- The table and surrounding floor are free from unnecessary material, offcuts and trip hazards.
- Adequate space exists for the material to enter and leave the saw without striking workers, equipment or obstructions.
- Long or large material is adequately supported.

- Push sticks, push blocks or other appropriate aids are available before commencing cuts that require them.

Do not operate the saw if a required guard or safety device is missing, damaged or ineffective.

5. SAFE OPERATING PROCEDURE

Before making a cut:

1. Plan the complete cut before starting the machine.
2. Set the fence, blade height and other adjustments before commencing the cut.
3. Position yourself so that you maintain control of the material without placing any part of your body directly in line with the blade.
4. Ensure other persons remain clear of the cutting area and potential kickback zone.
5. Start the dust extraction where required.
6. Start the saw and allow the blade to reach operating speed.
7. Feed the material smoothly and under control.
8. Maintain control of the material throughout the entire cut.
9. Keep hands and fingers clear of the blade and cutting line.
10. Use a push stick, push block or other appropriate aid whenever the operator's hands would otherwise approach the blade.
11. Do not reach over, behind or across a moving blade.
12. Allow the workpiece and offcut to clear the blade safely.
13. Switch the saw off when cutting is complete.
14. Allow the blade to come to a complete stop before reaching into the blade area or removing material close to the blade.

6. PROHIBITED PRACTICES

Workers must not:

- Operate the saw without the required guarding.
- Place hands unnecessarily close to the blade.
- Reach across or over a rotating blade.
- Remove offcuts from beside the blade while it is moving.
- Attempt to stop the blade by hand or by applying material to it.
- Cut material that cannot be adequately supported or controlled.
- Force material through the blade.
- Make adjustments while the blade is moving.
- Leave the machine running unattended.
- Distract or interfere with another person operating the saw.
- Use the saw where the operator cannot maintain a stable working position.
- Bypass, disable or modify a guard, interlock or safety device.

7. NARROW, SMALL OR AWKWARD MATERIAL

Small, narrow or awkward workpieces require particular care.

Where the operator cannot maintain safe control and hand clearance:

- Use a push stick, push block, jig, fixture or other suitable device.

- Consider an alternative machine or cutting method.
- Do not attempt to hold very small pieces by hand close to the blade.
- Obtain assistance where large or awkward material cannot be safely supported by one person.

If the material cannot be safely controlled throughout the entire cut, do not make the cut.

8. KICKBACK PREVENTION

The operator must remain alert to the risk of material being caught and propelled from the saw.

To reduce kickback:

- Use the correct blade for the material.
- Ensure the blade is sharp and serviceable.
- Use the riving knife and guarding provided.
- Keep the fence correctly aligned.
- Do not force the material through the blade.
- Avoid cutting warped, twisted or unstable material unless it can be safely controlled.
- Maintain adequate support throughout the cut.
- Do not stand directly in the likely path of kickback.

9. DUST EXTRACTION

Dust extraction must be used where provided and appropriate to the material being cut.

Dust must not be allowed to accumulate around the saw, motor, extraction points or surrounding floor.

Compressed air must not be used to blow accumulated dust from clothing or create airborne dust within the work area.

10. BLADE CHANGES, ADJUSTMENTS AND ISOLATION

Before changing a blade, clearing an obstruction, performing maintenance or undertaking work that requires access to the blade or internal moving components:

Switch off and isolate the machine from its energy source.

The operator must ensure the machine cannot start unexpectedly.

Blade changes must be undertaken using the correct tools and in accordance with the machine manufacturer's requirements.

Guards and safety devices must be correctly reinstated before the machine is returned to service.

11. FAULTS, JAMS AND ABNORMAL OPERATION

If the saw:

- Jams,
- Vibrates excessively,
- Makes an unusual noise,
- Produces smoke or an unusual smell,
- Has a damaged blade,
- Develops a guard or extraction fault, or
- Otherwise behaves unexpectedly,

stop the machine immediately.

Isolate the machine before investigating or clearing the fault.

A defective machine must not be returned to service until the fault has been rectified.

12. SHUTDOWN AND HOUSEKEEPING

After use:

- Switch the machine off.
- Allow the blade to stop completely.
- Remove material and offcuts safely.
- Clean the table and surrounding work area.
- Remove accumulated sawdust appropriately.
- Return push sticks, guides and accessories to their designated location.
- Report any defect identified during operation.

13. EMERGENCY AND INCIDENT RESPONSE

In the event of an injury, equipment failure or other incident:

1. Stop the machine.
2. Isolate the machine 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 operation until the incident or fault has been addressed.

14. STOP WORK REQUIREMENT

Work must stop where:

- A required guard or safety device is unavailable or ineffective.
- The material cannot be safely controlled.
- The operator is uncertain of the correct cutting method.
- Required extraction is unavailable.
- Another worker or activity interferes with the safe operating area.
- A fault or unexpected condition develops.
- The operator believes continuing the task may expose any person to unacceptable risk.

No production requirement or deadline takes priority over safe operation of the table saw.

DOCUMENT CONTROL

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