Standard Operating Procedure – Sabre Saw & Jig Saw

1. Purpose

The purpose of this procedure is to prevent the risk of injury to persons utilising the sabre saw and jig saw and to prevent damage to equipment within the workshops.

2. Scope

This procedure applies to all Namaqua Engineering personnel authorised to use the sabre saw & jig saws.

3. Reference

OHS Act, Act no. 85 of 1993; Electrical Machinery Regulations, Reg. 10 – Portable Electric Tools

4. Responsibility and Authority

4.1 It is the responsibility of the relevant foreman to ensure that the Namaqua Engineering personnel under his control are competent and authorised to use the sabre saw and jig saw and that they are aware of the contents of this procedure and to enforce it. All relevant persons are to acknowledge that they have been briefed and are aware of the contents of the procedure.

4.2 It is the responsibility of the person authorised to use the sabre saw and jig saw to adhere to this procedure as stipulated.

4.3 It is the responsibility of the foreman to perform regular planned job observations on personnel to ensure that steps in this procedure are adhered to. Completed planned job observation must be forwarded to the relevant Manager for action and filing.
5. Safety and Training Information

5.1 Safety

5.1.1 The following P.P.E. must be worn when operating workshop overhead crane:

5.1.1.1 Safety boots
5.1.1.2 Hearing protection
5.1.1.3 Overalls
5.1.1.4 Gloves whilst handling tool and piping.

5.1.2 No unauthorised person may use the power saws.
5.1.3 Remove all jewellery, scarves and loose clothing before operating power saws. Ensure long hair is properly tied up before use of tools.

5.2 Training Related Information

Training courses as prescribed by management from time to time.

6. Environmental Impact

6.1 All waste and off cuts to be removed and placed in the appropriate waste bins.

7. Procedure

7.1 Sabre Saw

7.1.1 Ensure that the on/off switch is in the off position before plugging in the sabre saw.
7.1.2 Ensure that the correct blade is being used for the cut and ensure that it is properly installed.
7.1.3 Place the saw butt plate firmly on the material to be cut before turning on the power.
7.1.4 Ensure that the blade is not touching the material when the power is turned on. Turning on the power with the blade touching the material can break the blade.
7.1.5 Ensure that the radius being cut is not so small that it bends or binds the blade. This can cause the blade to break.
7.1.6 Ensure that the supporting work surface is not sawn into.
7.1.7 Ensure that there is enough length of electrical cord available to complete the cut and ensure that the blade does not come into contact with the blade during the cut.
7.1.8 Ensure that the saw is unplugged from the power source before changing blades or doing any adjustments to the saw.
7.1.9 Ensure that the tool is switched off and unplugged after every use.

7.2 Jig Saw

7.2.1 Ensure that the on/off switch is in the off position before plugging in the jig saw.
7.2.2 Ensure that the correct blade is being used for the cut and ensure that it is properly installed.
7.2.3 Plan cuts to avoid backing out of curves when cutting.
7.2.4 Do not force the work onto the blade. This can cause the blade to twist and break.
7.2.5 Ensure that fingers and hands are out of line of the cut. Keep hands and fingers a minimum of 50mm away from the blade when cutting.
7.2.6 Use relief cuts when cutting sharp outside curves.
7.2.7 Ensure that there is enough length of electrical cord available to complete the cut and ensure that the blade does not come into contact with the blade during the cut.
7.2.8 Ensure that the saw is unplugged from the power source before changing blades or doing any adjustments to the saw.
7.2.9 Ensure that the tool is switched off and unplugged after every use.

8. Applicable documents

8.1 Checklist on portable electrical equipment.

9. Amendments

Revision 0

Authorised:

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A.J. van den Heever         Date
Manager Piping