

## HAND HELD CIRCULAR SAW SAFETY CHECKLIST

**Purpose:** To give guidance to operators of hand held circular saws to prevent injuries when using this type of equipment

### Instructions

#### OPERATIVE

- Must be trained in the correct use and maintenance of the type of machine.
- Must be familiar with the manufacturer's safe operating instructions.
- Loose clothing, long hair and jewellery must be kept clear of moving parts.

#### PRIOR TO USE

- Check that the machine and plug are compatible with supply.
- Check that the leads, plug and switch are undamaged.
- Check that the blade is the correct type for the material and that it is in good condition (sharp and not cracked).
- Ensure the effectiveness and condition of the guards above and below the shoe plate.
- Check the function of the spring loaded bottom guard.
- The blade must be securely fitted to rotate in the correct direction (teeth upwards at front end of saw towards shoe plate).
- Adjust the fence (if fitted) to the correct dimensions.
- Ensure that the saw is adjusted to the correct depth and angle before use, with teeth projecting just through the underside of the material.

#### IN USE

- Adequately support the material being cut.
- Use the fence or straight edge as guides - note: clamps must not impede saw movement.
- Ensure that there is sufficient free cable on the saw and route the cable away from the blade.
- In vehicle or people movement areas, protect the cable and extension from damage or trip hazard.
- Take up the correct stance behind and in line with the saw.
- Keep firm control of saw at all times.
- Wear protective equipment- eye, ear and respiratory protection.
- Avoid being distracted and concentrate on job in hand
- Keep work area free of obstructions.
- Ensure that the saw has fully stopped before resting the machine on bench or floor.

#### AFTER USE

- Check for damage or excessive wear.
- Report defects and tag to prevent use if unsafe.
- Carry out any lubricating or cleaning of machine.
- Store safely when not in use.

**Important Notice:** Your Health & Safety Information Sheet is for guidance only. It does not replace our written Health & Safety policies and procedures and you must make sure you are fully aware of these.

**Training Courses:** For more details on our Health & Safety Training courses available, please contact our Learning Zone department via email: [learningzone@shrec.org.uk](mailto:learningzone@shrec.org.uk) or visit our website: [www.shrec.org.uk](http://www.shrec.org.uk)