

SAFE OPERATIONAL PROCEDURE – COMPOUND MITRE SAW

Management Commitment & Approval: This Procedure has been approved and endorsed by the Employer/PCBU and Senior Management of *(Insert your company)*. The signature of the authorised person in the footer *(Insert name here)* demonstrates a commitment to the procedure.

Senior Management Sign-off: _____ **Date:** ____ / ____ / ____

Personal Protective Equipment (PPE) AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>



Hazards - What can cause harm?

- Entanglement from contact with the blade.
- Contact or impact from moving materials.
- Electrical.
- Exposure to dust/fumes.
- Excessive noise levels.
- Kickback from sharp rotating parts.
- Hazardous Manual Tasks – Plant vibration.
- Hazardous Manual Tasks – Awkward body posture.
- Slips/Trips/Falls.

Risks - What can happen?

- Deep cuts or lacerations.
- Bruising or fractures.
- Risk of fire or explosion – Sparks may ignite fumes.
- Eye irritation or damage, lung damage or cancer.
- Hearing damage or loss.
- Burns/abrasions from friction.
- Muscular stress/ Musculoskeletal Disorder.
- Manual task injuries including RSI.
- Burns as a result of fire.
- Trapping, cuts, and bruising.

Precautions: [Conduct Risk Assessment](#) for tasks being performed using the Compound Mitre Saw.

Operator training should include:

- | | |
|---|---|
| <ul style="list-style-type: none"> ✓ Workplace induction ✓ Safe operating procedures ✓ Manufacturer's instructions (read and understood) ✓ Importance of guards | <ul style="list-style-type: none"> ✓ Nature of hazards ✓ Fitting of PPE ✓ Manual handling ✓ Housekeeping ✓ First Aid |
|---|---|



A Mitre saw is a circular saw mounted on a frame, fixed to a rotating cutting Table to make various cuts across the grain of timber. Mitre saws, by design, Are inherently dangerous and prior training must be undertaken to operate.

Pre-Operational Inspection: [Follow the Pre-operational checklist in the manufacturer's operational manual.](#)

Intended work area checks:

- ✓ Ensure sufficient lighting and visibility are available.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Fencing, barriers, barricades, temporary warning signs are in place if required
- ✓ No electrical hazards are present in the workspace.
- ✓ All other employees or personnel are not within designated work area.
- ✓ All power cords are kept clear of oil, grease, machines and sources of heat.
- ✓ Work area is clean and tidy.
- ✓ Correct safety signage is in place and clearly visible.
- ✓ Start the dust extraction unit.

Pre-Operational safety checks:

- ✓ Conduct a site-specific risk assessment.
- ✓ Complete a visual plant check before operation.
- ✓ Ensure you are familiar with plant operations and controls.
- ✓ Ensure that the appropriate blade is used, ensure blade is serviceable and fitted correctly.
- ✓ Check that the saw is properly secured to a worktable by bolts/clamps at approximately hip height.
- ✓ Ensure all safety guards are fitted, secured and functional in accordance with the manufacturer's guidelines.
- ✓ Ensure the saw is being operated on an RCD protected circuit.
- ✓ Confirm the saw has a current electrical tag.
- ✓ Keep table and work area clear of all tools, off cut timber and saw dust.



Always:

- ✓ **Wear correct PPE.**
- ✓ **Replace damaged safety guards.**
- ✓ **Keep areas clear of hazards.**

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Operation Sequence: [Operate in accordance with manufacturers instructions.](#)

Operating Procedures:

- ✓ [REDACTED]
- ✓ [REDACTED]
- ✓ [REDACTED]
- ✓ [REDACTED] area.
- ✓ Inspect that all guards are in place and are functioning correctly.
- ✓ Use clamps to secure and support the work piece to a stable platform. Do not use a length stop on the free scrap end of a clamped work piece.
- ✓ Always allow the blade to reach full operating speed before letting the blade enter the stock.
- ✓ Avoid reaching over the saw line. Do not cross arms [REDACTED]
- ✓ [REDACTED]
- ✓ [REDACTED]
- ✓ [REDACTED]
- ✓ [REDACTED]
- stop before removing work or off-cut piece.
- ✓ Before making adjustments disconnect the plug and bring the plant to a complete standstill.

On completion.

- ✓ Allow plant to cool before performing any maintenance or cleaning.
- ✓ Ensure the plant is in good working order.
- ✓ Work area is left in a clean and tidy state.



NEVER:

- ✗ Start the saw with the blade touching the work piece.
- ✗ Exceed the maximum cut for the machine.
- ✗ Try to cut more than one piece at a time.
- ✗ Cut ferrous or non-ferrous material.
- ✗ Cut dowel.
- ✗ Use faulty or suspect machinery. Report any machinery to the relevant authority and apply a DO NOT USE tag.
- ✗ Rip solid timber along the grain.
- ✗ Attempt to cut branches or wood with embedded nails or screws.
- ✗ Attempt to use saw in damp or wet conditions.
- ✗ Use saw near flammable liquids or in explosive atmospheres.
- ✗ Feed the workpiece into the blade or cut "freehand" – the workpiece MUST be fixed and clamped or braced by your hand.
- ✗ Rush or take unnecessary risks.
- ✗ Cross your hand over intended line of cutting.
- ✗ Reach around behind or underneath the saw unless it is turned off and unplugged.

Maintenance / Refuelling:

[Follow LOTO procedures, record service / repairs information in Maintenance Log.](#)

- ✓ LOCK-OUT all power supplies before any maintenance, cleaning, or repairs.
- ✓ Arrange regular inspections by a competent person.
- ✓ REMOVE or LOCK-OUT saws that fail inspection, and DO NOT USE until repaired or replaced.
- ✓ Ensure that regular housekeeping practices are in place to minimise dust build-up.
- ✓ Ensure that the machine is always left in good serviceable condition.



Maintenance is to be conducted as per manufacturers instructions and by qualified persons only.

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