

Sample SOP: Circular Saw

Potential hazards and safety controls

Hazard	Control
Eye injuries	Wear safety glasses while using or standing near saw.
Hand and body injuries	Secure the material firmly before starting the saw. Cut with a straight, even motion – do not twist the saw in the cut. Always keep hands well clear of the blade. Lift the saw clear of the cut before releasing the trigger. Always stand to one side of the saw – not behind it. Maintain a correct stance and cut with even motion. Do not attempt to make cuts that are not appropriate for the saw.
Back injuries	Use good lifting practices when handling timber. Move your feet when turning to avoid twisting your body.
Noise	Wear hearing protection when using or standing near the saw.

Pre-start checks

Check that:

- saw blade is sharp and in good condition,
- electrical lead and extension lead are in good condition,
- guard is sound and retracts and springs back properly,
- base plate is adjusted correctly for depth and angle of cut,
- saw starts up and runs normally, without any unusual noises or vibrations.

Operational procedure

1. Secure the material to be cut so that it cannot move.
2. Position feet to give a comfortable balance and rest the base plate of the saw in position.
3. Start the saw and allow it to reach full speed before commencing the cut.
4. Push the saw smoothly and continuously through the cut, allowing the blade to come out the other side before releasing the trigger. Keep power lead clear of the saw path.
5. Secure any large offcuts before they are allowed to break or snap off.