

# Scroll Saw Operations – Safe Work Procedure

**Purpose:** To provide staff, with a list of procedures to ensure they are protected against potential hazards associated with Scroll Saw Operations.

**Hazards:** Work involving fine wood dust, wood chips and other combustible materials. Hazards include cut, pinch, crush, inhalation, and struck by flying debris or objects.

**WARNING: DO NOT use this machine unless you have been trained in its safe use and operation. Failure to comply could result in severe injury.**

## **General Safety**

- Never start work without proper authorization & training.
- **Personal Protective Equipment (PPE):** eye protection, including protective glasses or goggles, hearing protection (when equipment is in use) and long pants. Hearing protection can include earmuffs or ear plugs based on the sound level.
- Tie back and cover hair, no loose clothing and no jewelry should be worn.
- **Do Not** wear gloves when operating a scroll saw.

## **Before SCROLL OPERATIONS**

- Ensure workspaces, table, and walkways are free and clear of clutter and debris.
- Make sure blade is positioned properly and the table-top is smooth and polished.
- Select the correct speed and type of blade for the work you are doing.
- Locate and be aware of the operation of the ON/OFF switch or E-stop.
- Disconnect power supply before changing or adjusting tools and equipment.
- Remove all wrenches and tools used in the setup from the work area.

## **During SCROLL SAW OPERATIONS**

- Ensure that work and equipment is secure.
- Hold the stock firmly and flat on the table to prevent stock from turning and drawing your fingers into the blade.
- Keep your hands, fingers and body parts well out of the way of the blade.
- If you need to stop cutting, hold the material firmly and shut down the saw. Wait for the blade to stop moving before removing the piece.
- Do not leave machine running while unattended.
- Shut OFF the power supply to the saw and allow to stop before mounting/removing accessories.

## **After SCROLL SAW OPERATIONS have been completed**

- Collect all waste/debris and place in appropriate containers.
- Inspect equipment to ensure no damage has occurred, guards and other devices are in good condition and in place. Record any damage as per the Technology Education Safety Manual.
- If equipment is damaged or inoperable follow lockout procedures.