

Safe System of Work
OPERATING AND SAFETY INSTRUCTION FOR CHOP SAW
Machine Number:

Name: Training Date:.....

	Instruction	Understood ✓ or X
1	Explained what safety equipment is required to use this machine	
2	Explained why safety equipment is to be used on this machine	
3	Explained why loose clothing or ties are not be worn	
4	Shown where and how to use main machine isolator	
5	Shown where and how to use on / off switch	
6	Shown how the cutting blade rotates	
7	Explained where NOT to put hands / Fingers etc	
8	Shown how to change speeds and when it would be required.	
9	Shown how to insert and clamp work into the saw vice. Or hold the work if on the plastic room saw	
10	Shown how to bring the saw head down and the safety catch works if it has one.	
11	Explained how to set stops etc. and its dangers	
12	Explained how the saw must be turned off and the sawing head in its save position before removing work.	
13	Shown how to remove the work from the saw.	
14	Explained that the saw blade can only be changed once the operator has had further Specific Training .	
15	Explained how the saw should be isolate after use.	
16	Explained how the saw should be cleaned after use.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name:(Authorised Trainer)

Signed Date: