



# **Power Saws / Chain Saws Policies & Procedures**

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# Power Saws / Chain Saws

## Scope

### Who

Applies to all employees handling Power Tools and Chain Saws.

### Purpose

123 Support Services aspires employees to handle Power Tools and Chain Saw. This Policy and Procedures sets out 123 Support Services' clear processes.

## General Rules

Blade guards shall be kept in good condition and not removed or blocked by operating personnel.

Blades shall be frequently inspected to detect cracks or other defects. Defective blades shall not be used.

If they cannot be restored by repair or sharpening, they must be discarded.

When selecting blades, use the correct blade for the job. Substitution of blades that are not right for the job is strictly prohibited.

Saws shall not be jammed or crowded into the work surface. Green or wet material shall be cut slowly and with extra caution.

When a portable saw is adaptable to bench top use, it shall be securely clamped down before using.

When using table type or bench saws for ripping short stock, the hands shall not be used for pushing the stock. A pusher stick must be used.

When changing blades, disconnect the saw from the power source to prevent accidental restarting.

Approved personal protective equipment shall be used at all times when operating saws. Ballistic nylon chaps and other appropriate personal protection equipment shall be used when operating chain saws.

## Further Advice or Assistance

Further advice and information can be obtained from the:

» 123 Support Services' Director:

- by phoning: 07 4361 6848;
- by emailing: admin@123supports.com

» NDIS Quality and Safeguards Commission (<https://www.ndiscommission.gov.au>)

## Effectiveness and Review

The Director will review this Policy and Procedures document each 12 months on the anniversary of its approval