








The Hearth Workshop

Standard Operating Procedure Scroll Saw



DO NOT use this machine unless you have been instructed in its safe use and operation and have been given permission

Personal Protective Equipment and Clothing

-  Safety glasses must be worn at all times in work areas.
-  Long and loose hair must be contained.
-  Hearing protection must be worn.
-  Sturdy footwear must be worn at all times in work areas.
-  Close fitting/protective clothing must be worn.
-  Rings and jewellery must not be worn.
-  Dust mask or other appropriate respiratory protection must be worn

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all machine operations and controls.
- ✓ Ensure all guards are fitted, secure and functional. Do not operate if guards are missing or faulty; hand a "Out of Use" sign on the saw and report to a Lead Maker.
- ✓ Check workspaces and walkways to ensure no slip/trip hazards are present.
- ✓ Ensure the scroll saw is securely fixed on a stable and level surface.
- ✓ Choose the correct size and style blade for the material and the type of cutting planned.
- ✓ Ensure the blade teeth point downward, toward the table.
- ✓ Tighten the blade securely in the chucks and adjust it in-line with the blade support.
- ✓ Ensure the blade tension is properly adjusted. If "knocking" is heard, re-adjust the tension.

OPERATIONAL SAFETY CHECKS

- ✓ Keep hands away from the blade and cutting area.
- ✓ Use the machine to cut wood, manufactured boards, plastics and nonferrous metals only.
- ✓ Ensure there are no nails or foreign objects in the part of the workpiece to be cut.
- ✓ Adjust the hold down foot so it is pressing lightly on the workpiece.
- ✓ Start the dust extraction unit before using the machine.
- ✓ Before starting the cut, watch the saw while it runs. If it makes an unusual noise or vibrates excessively, stop immediately. Turn the saw off, isolate the machine, hand a "Out of Use" sign on the saw and report the issue to a Lead Maker.
- ✓ Allow the blade of the saw to reach full operating speed before starting the cut.
- ✓ Keep your face and body to one side of the blade and out of line with a possible thrown piece if the blade should break.

ENDING OPERATIONS AND CLEANING UP

- ✓ Switch off the saw when work completed.
- ✓ Reset all guards to a fully closed position.
- ✓ Before removing scraps or making adjustments, turn off the machine and wait until it has completely stopped.
- ✓ Leave the machine in a safe, clean and tidy state.

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect machinery.
- ✗ Do not hold pieces so small that your fingers will go under the blade guard. Use a jig to hold a small workpiece.
- ✗ Do not force the tool. Firmly hold the workpiece with both hands and feed it at a moderate rate of speed into the blade.
- ✗ Do not leave dust or scrap in, around or on the scroll saw; clean all waste away using a shop vac and brush.
- ✗ Wear any kind of glove whilst in use.
- ✗ Leave junior members unattended at any point with the scroll saw.
- ✗ Allow junior members to use the scroll saw if you are not directly responsible for them; only parents, guardians and Lead Makers running sessions can permit this.

POTENTIAL HAZARDS AND INJURIES

- ⓘ Limb injury or loss.
- ⓘ Eye injuries.
- ⓘ Sharp edges and burrs, metal splinters.
- ⓘ Permanent hearing damage.
- ⓘ Vibration related injury.

This Standard Operating Procedure does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use. Users acknowledge that improper use of equipment increases their risk of harm and that this is a decision they make. Anyone found to be using equipment incorrectly will have their usage rights removed pending a re-induction on the safe use of the equipment; this may incur a charge of £10 for each induction.

A*	For use by Lead Makers and trained staff only. Use by anyone else is strictly prohibited.	A	For use by adult members (18+) who have received and signed the specific induction package. No Lone Working.
B	For use by adult members (16+) who have received and signed the specific induction package. Lone Working Permitted.	C	For use by all members (6+) under the supervision of adult members/Lead Makers who have received and signed the specific induction package. Adult Lone Working Permitted