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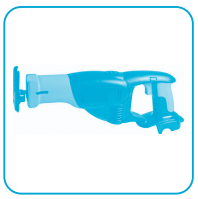
0301 Safety Guidance
110/230V v:032017

ANDARA TOOLS AND PLANT HIRE

Reciprocating Saw

The rules and procedures in force where people are at work may require the person responsible for this equipment to carry out a specific risk assessment.

It is important to read all of this leaflet BEFORE you use the Reciprocating Saw



1. Plan your work and think ahead to make sure you will always be working safely.
2. If you have not used a reciprocating saw before, familiarise yourself with the machine on some straightforward work before starting on the main task
3. Electricity is dangerous and must always be used with great care.
4. This reciprocating saw is designed to cut wood, thin sheet metal, laminates and wallboards. It can also be used to cut thin-wall pipe. It is not designed for any other purpose.
5. The action of this reciprocating saw can cause injury or damage if the machine is not used in a careful and controlled way.
6. The following items of personal protective equipment must be worn as a minimum: goggles; dust mask - a minimum of FFP3(s) protection; Safety boots; industrial quality gloves; residual-current device (RCD) if using a 230 volt (mains) supply.
7. A personal first-aid kit should be available.
8. This reciprocating saw must not be used by young persons, or by anyone under the influence of drugs or alcohol.
9. This reciprocating saw is designed for operation by an able bodied adult. Anyone with either temporary or permanent disability must seek expert advice before using it.
10. Although reciprocating saws are designed for one person operation you should always be careful you do not lift beyond your own capabilities.

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Using the Reciprocating Saw

1. Wear protective equipment including ear defenders, dust mask and goggles.
2. Switch off and remove the plug from the socket before making adjustments or changing the blade.
3. Check that the blade is fitted correctly.
4. Hold the saw firmly with both hands while working.
5. The blade cuts on the backstroke and will tend to pull the saw onto the work.
6. Make sure that any ventilation slots in the reciprocating saw are clear; do not cover them with your hand when holding the saw.
7. If the saw starts to labour and slow down, do not force it so hard. Do not overload the saw.
8. Stop the saw if someone approaches you.
9. Keep the cable clear of the blade.
10. If the cable appears to be cut or damaged in any way, switch off and unplug at the socket before inspecting it. If the cable attached to the reciprocating saw is damaged, stop using the machine. Contact the hire company. If an extension cable has been damaged, do not use it again.
11. Take care not to accidentally pull the plug from the socket.
12. After switching off, wait for the blade to stop completely before putting the machine down.
13. Switch off and remove the plug from the socket before leaving the reciprocating saw unattended.
14. If the equipment does not work properly do not attempt to repair it. Contact the hire company.
15. You may want to read this leaflet again. Please keep it safely until you finish work.

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Before Starting Work...

WORK AREA

1. Do not use this reciprocating saw where there is a danger of explosion. It will ignite fumes from petrol, or gas cylinders.
2. Make sure that the area is clear and safe and that no-one is close by or could distractions.
3. Protect other people from the dust. Set up an exclusion zone around the area where the reciprocating saw is being used with physical barriers, barrier tape and signs. Keep children and animals away when using this equipment.
4. Work should stop immediately should anyone, other than those directly assisting with the work, enter the exclusion zone.
5. Clear the area of trip hazards such as rubble, rubbish etc.
6. Do not use the saw in the rain or where it might get wet.

OPERATORS

1. The following items of personal protective equipment (PPE) are the minimum that should be worn whenever using this machine. Particular jobs or environments may require a higher level of protection.
2. An appropriate dust mask (with a minimum of FFP3 protection) must be worn when in contact with material that causes dust.
3. Safety boots must be worn.
4. Industrial quality gloves, long sleeves and full trousers must be worn.
5. Anybody who is working near close by will also need to wear identical personal protective equipment.

RECIPROCATING SAW

1. Check the saw, cables, plugs and blades. If anything is found to be damaged, do not use the reciprocating saw - contact the hire company.
2. Check that the plug on the reciprocating saw matches the supply. Do not try to force connections or improvise them.
3. Saws with a cylindrical yellow industrial plug fitted are designed to run off an 110v supply. The hire company will have provided a portable transformer if you need to power the machine from a normal mains 230v supply. If a portable transformer has been supplied, take care not to injure yourself when moving it about - it may be heavier than you think. Saws designed to run directly from 230v mains will have either a normal square pin plug fitted, or a blue industrial plug.
4. Always hold the reciprocating saw correctly with two hands while working.
5. Any work that is not part of a fixture should be securely clamped or held in a vice.
6. Check on how the on/off switch operates - before switching on the reciprocating saw, you must know how to stop it.

BLADES

1. Switch off and remove the plug from the socket before making adjustments or changing the blade.
2. Make sure the correct fitting blade is used for this machine recommended by the hire company.
3. Reciprocating saw blades cut on the backstroke and will tend to pull the saw onto the work.

ELECTRICAL SAFETY

The machine will only operate on one voltage: it will be 110v or 230v.

110v machines will have a yellow industrial plug fitted. 230v machines will have either a normal square pin plug fitted, or a blue industrial plug. Read the instructions below for your machine.

110 VOLT MACHINES (YELLOW PLUG)

1. If using a portable transformer, plug the transformer directly into the 230 volt socket. Do not use any 230v extension cables.
2. If an extension cable is required, follow any special instructions given by the hire company. If the hire company has not given any special instructions, a suitably rated heavy duty 110v extension cable only should be used, not longer than 50 metres (160 feet). An extension cable must only be used between the transformer and the machine.
3. Lay the extension cable out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
4. Make sure that any extension cable connections are dry and safe.

230 VOLT MACHINES (SQUARE PIN OR BLUE PLUG)

1. Use a residual current device (RCD) plugged directly in to the 230volt socket. Plug your machine into the RCD. This will help to protect against electric shock if the cable or machine gets damaged.
2. Use the "TEST" button to check that the RCD is working each time it is used. Reset the RCD according to the instructions supplied with it.
3. If an extension cable is required, follow any special instructions given by the hire company. If the hire company has not given any special instructions, a suitably rated heavy duty extension cable only should be used, not longer than 50 metres (160 feet). Plug it directly into the RCD.
4. Lay it out carefully avoiding liquids, sharp edges, doorways or windows where it might be trapped, and places where vehicles might run over it. Unroll it fully or it will overheat and could catch fire.
5. Make sure that any extension cable connections are dry and safe.

Summary:

110V: Wall socket > transformer > any necessary extension cable > reciprocating saw

230v: Wall socket > RCD > any necessary extension cable > reciprocating saw.

Useful Reference Points • www.hae.org.uk/businessguard

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