

STANDARD OPERATING PROCEDURE

GROOVE CUTTER / TRENCHER

**ONLY TRAINED PERSONNEL
AUTHORISED TO OPERATE THIS MACHINE**



Identified Hazards

- Ejected Waste (flying objects)
- Waste / Off-cut Materials
- Noise
- Electricity
- Moving, Rotating & Sharp Parts
- Exposed Cutting Blade
- Dust
- Eye Injuries

Personal Protective Equipment Requirements to Operate



Other | Additional PPE Requirements: Restrain long and loose hair, remove / contain loose jewellery

Operating Instructions

Pre-Operational Safety Checks

- Inspect the power tool for obvious damage, including lead, plug end and guarding and that the machine has a current electrical safety tag.
- Ensure the power tool has a suitable safe work area.
- Check guard/s & blade are secured and in good condition.
- Make sure the blades are not chipped or cracked.
- Do not test the blades for sharpness with the fingers.
- Ensure you are familiar with the location and operation of the ON/OFF switch.
- Material should be well supported & at a good working height and free of loose knots & foreign objects.

Operational Safety Checks

- **NEVER** operate a faulty piece of equipment. Report any faults, problems or hazards **IMMEDIATELY**.
- Ensure required PPE available and worn.
- Never use electrical cord to lift, lower or carry the power tool.
- Do not carry the cutter / trencher plugged-in with your finger on the switch.
- Do not start cutter / trencher with the blade touching the material. Allow the tool to reach full speed before starting to trench. Always trench at a moderate rate.
- Keep fingers and any objects clear of the chip ejector while the cutter / trencher is running.
 - As the blades can extend to the outer edge of the unit depending upon the width of the blade and the side it's aligned to, extreme care needs to be exercised with placement of hands / fingers during use.
- Always cut in the forward direction. Never pull the cutter / trencher backward over the work piece.
- If the blade binds, release the switch immediately – free the blade & inspect for damage.
- Never place the cutter / trencher down on a surface until the blade is completely stopped.
- Before making any adjustments to the cutter / trencher, bring the machine to a complete standstill then disconnect from the power source.
- Do not leave machine unattended when operational.
- Keep your work area clean and tidy.

REFER TO THE MANUFACTURER'S OPERATIONAL MANUAL FOR FULL SAFETY REQUIREMENTS