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| **HAND SAWS**  **BELT SANDER** | | | |
| **DO NOT** use any hand tool unless a teacher has instructed you in its  safe use and operation and has given permission | | | |
| D:\bclar52\Desktop\Pictures - ITD Plant & Equip\Hand Tools\Saws 3.jpg | | | |
|  |  | Safety glasses must be worn at all times in ITD practical workshops. |  |
|  | Foot Protection circle | Appropriate protective footwear is also required when using saws. |

**This range of hand tools will usually include the following:**

* **Hand saw, rip saw and cross-cut saw**
* **Tenon saw, dovetail saw, coping saw, fret saw and keyhole saw**
* **Hacksaw**
* **Hole saws**

**OPERATIONAL SAFETY CHECKS**

1. **It is important to choose the right hand saw or cutting tool for the job. They will vary widely, and are all designed for specific purposes.**
2. **Inspect the condition of the saw teeth and the “set” required for an effective cutting action.**
3. **For most hand-held saws, apply pressure on the forward or pushing stroke. Avoid excessive effort as this may cause the blade to jam, over-heat, bend or break.**
4. **Both the coping saw and fret saw are designed for an effective cutting action on the backward or pulling stroke. This helps maintain accurate control and keeps the blade tight.**
5. **For all hand saw frames with replaceable blades, check that all new blades are fitted correctly with the teeth aligned to the direction of the cutting action, as required.**
6. **Take care to protect the sharp, exposed teeth of any hand saw blade and hole saws.**
7. **Comment.**
8. **Comment.**
9. **Comment.**

**POTENTIAL HAZARDS AND RISKS**

**■ Lacerations from sharp cutting edges ■ Pinch and squash ■ Dust and splinters ■ Eye injuries**

**HOUSEKEEPING**

1. **Leave the work area in a safe, clean and tidy condition.**
2. **Wipe all hand saws clean, and return them to their appropriate storage cupboard or rack.**
3. **Regularly maintain the condition of hand saws. They must be sharpened and “set” as often as necessary, by an ITD teacher or qualified TA.**
4. **Replace the blades in all framed hand saws when they are, dull, bent, twisted or broken.**

**Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_