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| --- | --- | --- | --- |
| **Worker Name:** |  | **Unique Student Identifier:  (if known)** |  |
| **Supervisor Name:** |  | **Date of Assessment:** |  |
| **Make/Type of Tool used: (Including Size)** |  | | |

**General Information for this Competency to Operate (CTO):   
This CTO is designed to capture the use of a Demolition Saw, also reference to as a “Quick Cut Saw” and “Concrete Saw”**

This CTO outlines the safe operation of a Demo Saw

This CTO is for use when it is expected that a person will use a Demo Saw as part of their normal work duties. It is also to verify that a person has the Competency to Operate a Demo

Saw after completing the nominated task/s on this CTO.

**This CTO covers the following tasks:**

* Pre-Start Checks
* Job Setup
* Personal Protective Equipment
* Testing and Using Demo Saw
* Shutting Down Demo Saw
* Disk Replacement

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| **Report from Supervisor** | | |  | |  |
| **□** | The worker completed all instructions and demonstrated the correct and safe use of a ***Demo Saw*** | | | | |
| **□** | Any areas of incorrect or potentially unsafe demonstration or use were discussed with the worker who then exhibited correct/safe understanding/demonstration. | | | | |
| Worker observed using a ***Demo Saw*** in a competent and safe manner: | | | | | |
| **Result (Please Circle): COMPETENT / NOT YET COMPETENT** | | | | | |
| **Name of Supervisor:** | |  | | **Signature:** | |
| **Date Assessed:** | |  | | | |
| **Feedback given to worker** | | **Yes** **□ No** **□** | | **Worker Signature:** |  |

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor to Tick **🗸** for **Competent** or **X** for **Not Yet Competent** and **N/A** is **Not Applicable**, as required

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| **Activities to be Assessed** | | | |
| **Pre-Start Check – The Worker:** | | | |
| **□** | | Checks that the use of the ***Demo Saw*** is within the approved SWMS and is suitable for task | |
| **□** | | Carries tool correctly | |
| **□** | | Checks for defects or damage to casing | |
| **□** | | Can locate the stop/start switches/buttons and dead man switch (if applicable) | |
| **□** | | Checks the handle is fitted (if applicable) | |
| **□** | | Checks saw guard is in place, is secure and operates effectively | |
| **□** | | Inspects the disk for damage and that the shaft and blade collars are clean, before tightening the blade firmly to prevent blade slip, ensure it’s NOT over tightened | |
| **□** | | Checks the disk for engraved directional arrow before use and installed correctly | |
| **□** | | Checks the disk for defects and is correct type for task to be performed / material to be cut | |
| **□** | | Check the disk is compatible to the speed rating of the saw | |
| **□** | | Ensures that continuous water cooling to prevent overheating is available | |
| **□** | | Ensures only the correct sized disk is used. | |
| **□** | | Checks stop switch works (motorised; holding stop button until motor stops completely) | |
| **□** | | Completes risk assessment | |
| **Set-up – The Worker:** (Note – Assessment requirements may vary according to type of works undertaken e.g. may not involve use of DBYD plans) | | | |
| **□** | | DBYD plans to be onsite (must be within expiry period) | |
| **□** | | Cable locator used to indicate the location of underground services | |
| **□** | | Potholes to ensure assets/services are not located in the proposed concrete cut path:   * 1. Pothole at each side of the proposed concrete cut path to 150mm depth below concrete (150mm + thickness of concrete) to expose any non-typical alignment   2. Known services in the proposed concrete cut ***area*** to be potholed (both sides of the concrete) to visually verify service location, depth and typical alignment. | |
| **□** | | Known assets are marked on the ground | |
| **□** | | Checks surroundings for any combustible materials such as plant items, equipment, vegetation, flammable liquids or other workers that could be affected | |
| **□** | | Ensures that the proper fire extinguisher, hose, blankets etc. are readily available | |
| **□** | | Area clear of obstacles/trip hazards | |
| **□** | | All necessary PPE is available | |
| **□** | | Checks work area has exclusion zone established to restrict access by unauthorised personnel | |
| **□** | | Ensures adequate ventilation for dust / fume (motorised) | |
| **PPE – The Worker:** | | |
| **□** | Is wearing the correct PPE for the task, e.g. has double eye protection, gloves, hearing protection etc. | |
| **□** | PPE is suitable for the wearer (correctly fitted) and others in the area e.g. ear defenders and respirator | |
| **□** | Loose clothing, hair etc. is secured | |
| **Testing and Using – The Worker:** | | |
| **□** | Holds the Demo Saw firmly with both hands – thumb and fingers grip around the handle | |
| **□** | Demo Saw is run with no load for short period at full speed to ensure wheel/disc is not damaged/flawed | |
| **□** | Ensures a balanced stance and not overreaching | |
| **□** | Ensures a water supply is available to assist with cutting process and minimise airborne particles | |
| **□** | Starts cutting only after the disc has reached desired speed | |
| **□** | Only cuts 50mm deep at a time so as not to over cut the blade | |
| **□** | Uses Demo Saw effectively and does not overload Saw or disc/blade by excessive or uneven force | |
| **Shut-down and Storage – The Worker:** | | |
| **□** | Allows saw to run with no load for short period to cool down | |
| **□** | Checked Demo Saw has fully stopped and guard has returned to safe position prior to placing it down on a safe hard surface and/or removing face shield | |
| **□** | Power/engine is switched off and machine is isolated prior to changing Demo Saw Blade | |
| **□** | Closes fuel valve when equipment is not being operated | |
| **□** | Checks condition of Demo Saw prior to storage to ensure that it is in a serviceable condition | |
| **□** | Ensures blade is removed and checked to determine serviceability when work is completed prior to storage | |
| **Refuelling (motorised equipment) – The Worker:** | | |
| **□** | Ensures no-smoking when refuelling | |
| **□** | Ensures correct fuel is used | |
| **□** | Checks refuelling in well ventilated area | |
| **□** | Checks not to refuel hot or running engine | |
| **□** | Spill kit available to contain any fuel spill | |
| **□** | Uses funnel or nozzle as required to prevent any spillage of fuel | |

# Version

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| --- | --- | --- | --- |
| Number | Comments | Date | Revision by |
| 01 | Publish new | 22 Mar 2017 | B Crockett |
| 02 | Review | 25 June 2018 | T Topp |