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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 |