


UC SANTA BARBARA Environmental Health & Safety Design, Facilities & Safety Services		Procedure No.: SS-MHA-SCROLL-S
Title: Shop Equipment Hazard Analysis & Management Form		Authorized/Approved By: John M. Seaman, <i>EHS Industrial Safety Manager</i>
Issue Date: 05/07/2013	Review Date: 10/05/2021	Page Number: 1 of 4

1. Hazard Management Details - General		
Shop/Equipment Item: SCROLLING SAW	Make/Model No.:	Serial No.:
Department:	Work Location:	
Person(s) Conducting Hazard Analysis: JOHN M. SEAMAN <i>EHS, Industrial Safety Manager</i>		Date Conducted: <i>May 3, 2013</i>
Equipment Photo:	Description of Use:	Summary of Key Risks: (refer to appropriate subsections)
	<p>A scrolling saw is a specialized wood working machine which uses an oscillating blade to cut intricate curves in wood.</p>	<ul style="list-style-type: none"> • Entanglement • Inhalation • Trauma (Impact and Cutting) • Head/Eye Injury • Hand/Foot Injury • Electrical Shock

Title: Shop Equipment Hazard Analysis & Management Form

Issue Date:
05/07/2013









Review Date:
10/05/2021

Page Number: 2 of 4

2. Documentation:

Relevant Legislation/Standards	Y / N	Comments:
a. Is equipment required to be registered?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
b. Is a user license/Certification required?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	
c. Key Reference Materials Required:	AS 1473 Guarding and safe use of woodworking machinery AS4024 Safeguarding of machinery AS/NZS 3760 In service safety inspection and testing of electrical equipment AS/NZS 60745 Hand-held motor-operated electric tools - Safety - General requirements	
Equipment Documentation	Y / N	Comments:
a. Are operator's manuals accessible?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
b. Is this a restricted use item?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
c. Does this equipment require safe use document(s)/test?	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

3. Personal Protective Equipment (PPE) Required (Check the box for required PPE)

 Gloves	 Face Masks	 Eye Protection	 Face Shield	 Hearing Protection	 Safety Footwear	 Protective Clothing	 Welding Mask
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OPTIONAL	<input type="checkbox"/>

Title: Shop Equipment Hazard Analysis & Management Form

Issue Date:
05/07/2013

Review Date:
10/05/2021

Page Number: 3 of 4

4. Hazard Analysis

TASK	HAZARD	CAUSE	PREVENTIVE MEASURE
a. Routine Operation	Entanglement	Long hair, loose clothing, rags, cleaning brushes and jewelry could become entangled in the moving parts of the scrolling saw.	Ensure hair, loose clothing, rags and jewelry is kept clear of moving parts when in use.
	Inhalation	Dust/particles generated during machine operation.	Appropriate natural ventilation, disposable respirators
	Trauma (Impact & Cutting)	The exposed moving saw blade presents a risk to an operator's hands and body parts.	Make sure operator's hands and body parts are kept clear of moving saw blade during operation and maintenance.
	Head/Eye Injury	Projectiles, dust, particles	Safety glasses w/side-shields, or appropriate safety goggles, optional use of face shield.
	Hand/Foot Injury	Point of operation, flying chips or sparks. Dropping object on foot.	Situational awareness, machine guards, removal of jewelry. Wear appropriate safety shoes or boots.
	Electrical Shock	Improper grounding, operations, and/or maintenance	Proper grounding of machine frame, manufacturer's instructions strictly followed
b. Routine Maintenance/Repair	Trauma (Impact & Cutting)	Unexpected Start-up of machine	Unplug/disconnect power source(s) and use established Lockout/Tagout protocols prior to beginning any maintenance or repair work.
	Electrical Shock	Lockout/Tagout procedures not followed	
c. Shutdown and Isolate Unit	Electrical Shock	Lockout/Tagout procedures not followed	Always use established Lockout/Tagout protocols prior to beginning any maintenance or repair work.

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Issue Date: 05/07/2013	Review Date: 10/05/2021	Page Number: 4 of 4

Equipment Procedures/ Requirements
<ol style="list-style-type: none"> 1. Operate equipment in strict accordance with Manufacturer's instructions and in accordance with OSHA 29 CFR 1910.212 and 1910.213. 2. Only authorized users can operate equipment. 3. A mechanical or electrical power control shall be provided to make it possible for the operator to cut off power without leaving his position at the point of operation. 4. All belts, pulleys, gears, shafts shall be guarded in accordance with the requirements of OSHA 29 CFR 1910.219. 5. Machines designed for a fixed location shall be securely anchored to prevent walking or moving. 6. One or more methods of machine guarding shall be provided to protect the operator and others in the area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks. 7. All portions of the saw blade shall be enclosed or guarded, except for the working portion of the blade between the bottom of the guide rolls and the table. 8. Each scrolling saw shall be provided with a tension control device to indicate proper tension for the standard blades used on the machine. 9. Feed rolls of band saws shall be protected with a suitable guard to prevent the hands of the operators from coming in contact with the in-running rolls at any point. 10. Report any observed defect or safety hazard to your supervisor immediately. 11. Where any object handled would possibly cause injury to feet if dropped, safety shoes will be worn. 12. Where any object handled could possibly cause cuts, punctures or abrasions to hands, appropriate gloves will be worn. (Exception: where rotating machinery presents a greater hazard of entangling gloves, they are optional with a written justification). 13. Keep hands, hair and loose clothing clear of all moving parts.