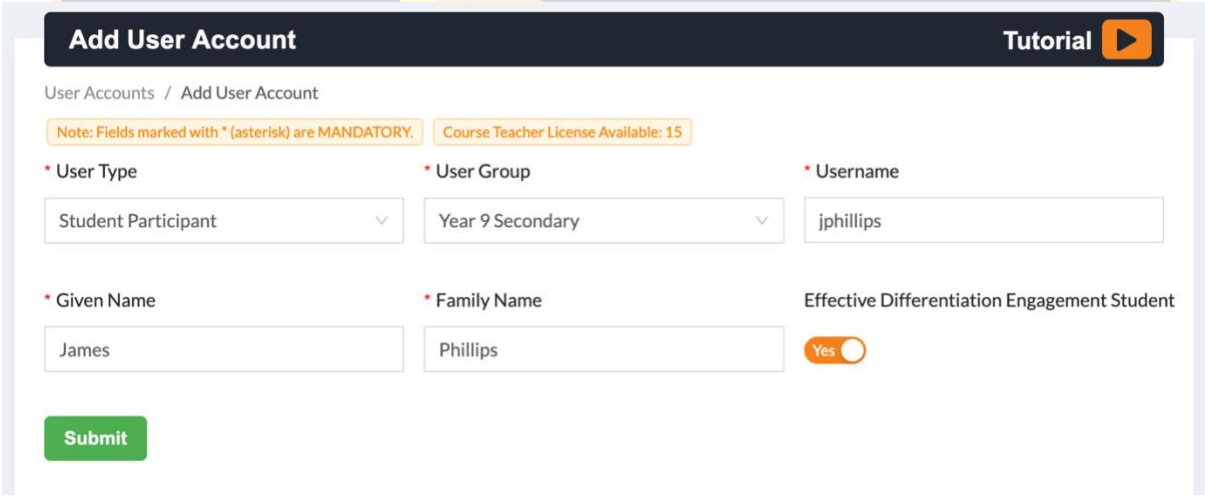
Adding an EDES Student

Students that have been identified as needing additional assistance with the OnGuard Safety Training system can now be added as EDES – Effective Differentiation Engagement Strategy. This will unlock the ability to produce a printed simplified version of the Safe Operating Procedures, the test with answers and a certificate. The test date can also be manually entered into the system to complete your record keeping obligations.

The following is the process required to identify a student as EDES:

From the Management Console, select Manage Users:

Add your student as per usual, however slide the Effective Differentiation Engagement Student to Yes



Add your student to your existing course by selecting the Display Available Courses button:

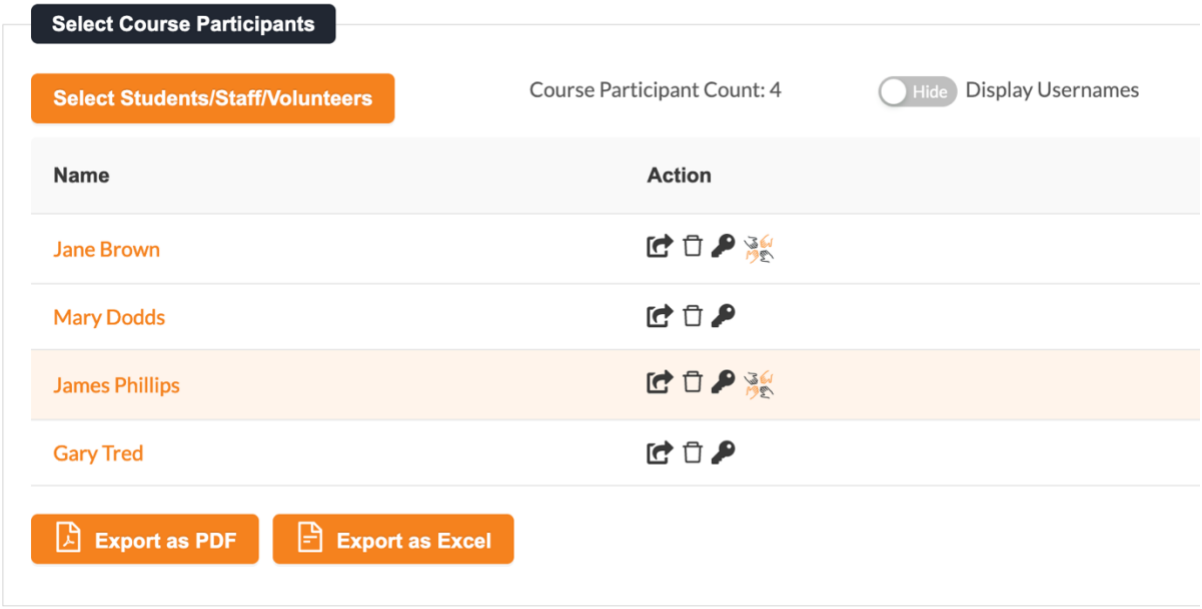
And selecting the appropriate course:

Submit

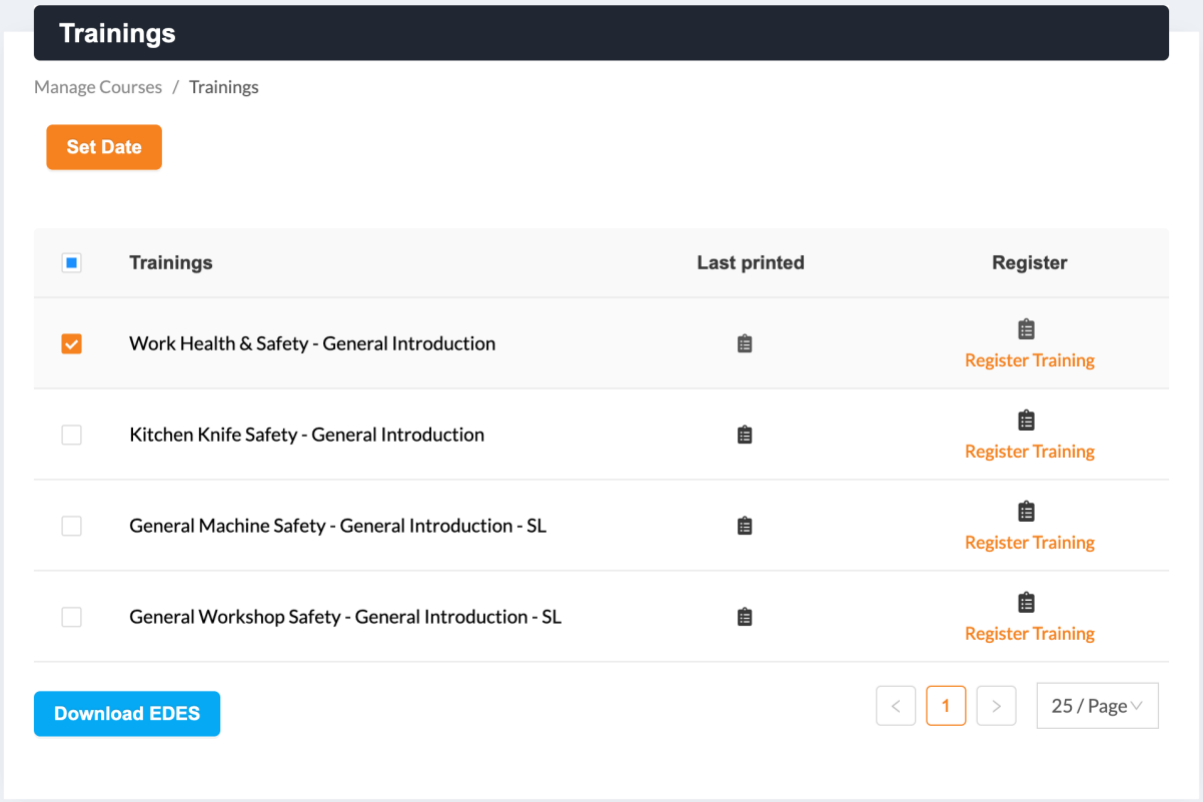
Select the green Submit button to add the student.

From the Management Console, select Manage Courses and edit your existing course

Scroll down to see the list of students in this course.

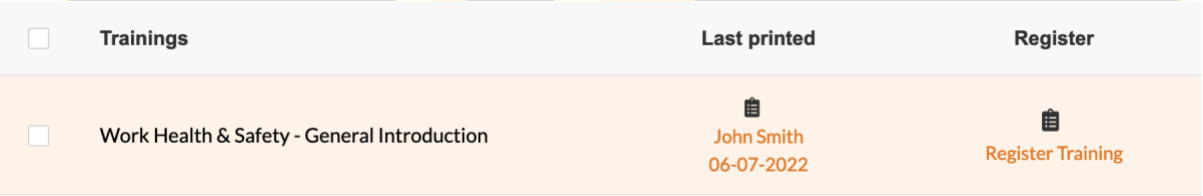


You will note that James has a new icon to the right in his row in the Action column. This is the EDES icon. Selecting this icon will display the EDES page for James.



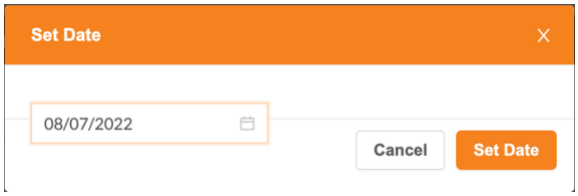
Select the checkbox next to the training unit(s) then select the blue Download EDES button. This will print a copy of that training unit for the student. In addition, it will print the question and answer sheet, the answer key and a certificate.

Once printed, a date will populate showing when this was last printed for this student:

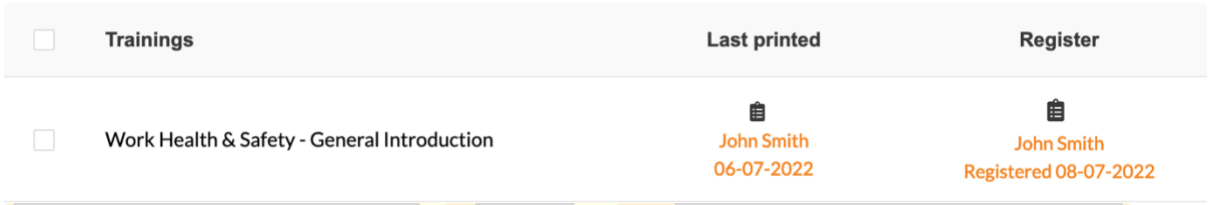


Once the student has successfully completed the training and has scored 100% in the quiz, the teacher is then able to Register the date of completion. This is completed by entering the same menu as before, but this time selecting the Register Training icon:

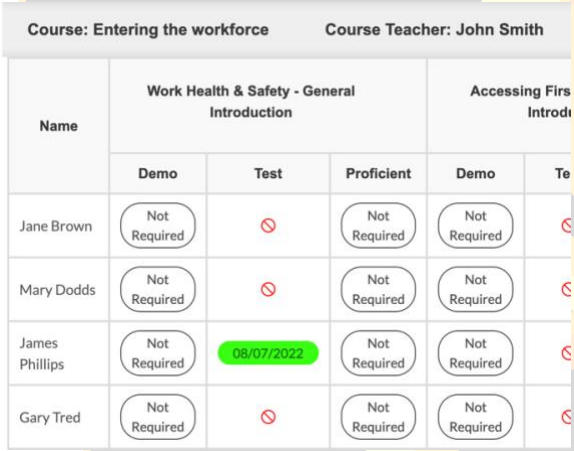
This will prompt the user to enter a date. This is the date that the student has successfully completed the quiz.



This date will then display in the EDES training window:



The History Report will show the date in a fluorescent green:



An example of the EDES document is as below:

Safe Working Procedures and Instruction

Portable Circular Saw

The risk of injury when using this machine is VERY HIGH - Level 5 Risk

Circular saws can be used for cross cutting and ripping as well as making bevel cuts. The depth of cut can be adjusted by rotating the pivoted base and locking it in position. Bevel cuts can be made by using the bevel scale which allows the saw blade to be set at an angle to the base. The direction of the rotating blade tends to cause the cutting action of the blade to hold the workpiece against the base of the saw.

Identified Risks and Hazards

Hazards that may arise when operating portable electrical power equipment include:

- moving and rotating parts (blades and bits, tool disintegration)
- movement of the workpiece
- inhalation of fumes and dust particles
- electrocution from power faults, faulty equipment or incorrect use
- ejection of waste materials from cutting blades
- burns from hot materials or friction

General Safety Precautions

Always obtain permission from the teacher before using the Circular saw.

Obtain training and instructions in the safe and proper use of the Circular saw.

Never operate Circular saws in wet or damp conditions.

Switch off and remove the plug from the power outlet before fitting attachments, changing cutters, blades or bits, or making adjustments which require fingers or the hands to be near the cutting tool.

Never connect a portable Circular saw to a damaged power outlet.

Check the following clothing for safety hazards and take appropriate action:

Fasten any loose clothing and tie apron cords or straps at the back

Remove any jacket or coat and any school uniform tie

Roll up shirt sleeves above the elbows or fasten them securely at the wrists

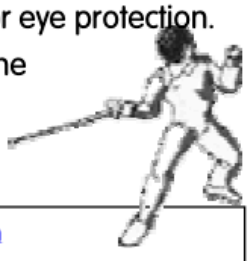
Do not wear finger rings, watches, bracelets or necklaces

Wear solid firm shoes which provide adequate protection for the feet

Wear appropriate Personal Protective Equipment such as safety glasses for eye protection.

Wear appropriate PPE such as dust mask if the operation produces airborne particles which could be a respiratory hazard.

Long hair must be contained with a suitable cap or net.



Hearing protection such as ear muffs must be worn as noise levels are identified as hazardous.

Switch off the Circular saw at the power outlet and remove the plug when it is not in use.

Pre-Operational Safety

Before using the Circular saw, examine the power cord, extension lead, plugs, sockets and power outlet for damage. Look for:

- cracked or damaged casing
- bare wires or loose connections
- damage to cord sheathing
- loose or missing screws

Before use of the saw, the guard should be carefully checked to determine that it will operate properly and perform its intended function. Check for alignment of moving parts, binding or moving parts, breakage of parts, mounting and any other conditions that may affect its operation.

Do not use blunt or damaged cutting blades.

Do not test cutting blades for sharpness with the fingers.

Always inspect the workpiece to ensure that there aren't any items which might damage the cutting blade or cause injury to the operator.

Don't expose Circular saws to rain. Don't use the circular saw in damp or wet locations. Keep the work area well lit. Do not use the circular saw in the presence of flammable liquids or gases.

Secure and support the workpiece using clamps, bench vices or appropriate weights.

It is important to support the work piece properly and to hold the circular saw firmly to prevent loss of control which could cause personal injury.

Operating Safety Precautions

Don't over reach. Keep proper footing and balance at all times.

Never wedge or tie the lower guard open. Check operation of lower guard before each use. Do not use the blade guard if it does not close briskly over the saw blade.

Keep the hands away from the cutting area when operating the Circular saw.

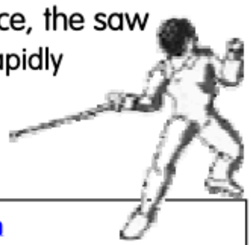
Keep the power cord away from the cutting area and position it so that it is not caught on the workpiece during the cutting operation.

It is important to hold the circular saw with steady and even force in order to obtain a uniform cut.

The circular saw guide fence should touch only slightly against the work piece and not be forced.

Do not reach underneath the work while the blade is rotating. Do not attempt to remove cut material when the blade is moving. CAUTION: The saw blade coasts or continues to rotate after it is switched off.

Large panels must be supported to minimise the risk of the blade pinching and kickback. When the cutting operation requires the resting of the saw on the work piece, the saw should be rested on the larger portion. Kickback occurs when the saw stalls rapidly and is driven back towards the operator. Release the switch immediately if the blade binds or the saw stalls.



Don't force the saw. Don't remove the saw from the work piece during a cut while the blade is moving.

Don't carry a plugged-in saw with your finger on the trigger switch. Be sure the switch is off when plugging the saw to a power source.

Maintenance and storage

The teeth of the saw blade should be sharpened frequently to avoid overloading the motor. Inspection of the saw blade should occur frequently and if dull, be replaced or sharpened.

Clean accumulated sawdust from the Circular saw periodically.

Disconnect the Circular saw from the power when not in use or before servicing and when changing the blade.

On completion of the machining procedure, clean down the Circular saw and return it to its storage position.

The cutting blade should be fully protected when the Circular saw is on the work bench or when being stored.

Look for cracked or damaged casing, bare wires, loose connections, damage to cord sheathing, loose or missing screws, or blocked ventilation slots.

Never use a defective power tool. Report it to the teacher.

Additional Operating Procedures and Precautions

Form a habit of checking to see that allen keys and spanners are removed the saw before turning it on.

To adjust the cutting depth, loosen the depth adjustment handle. Slide the base plate to the desired depth and re-tighten the handle securely. Cuffing depth can be determined by measuring the distance between the blade protrusion and the base plate.

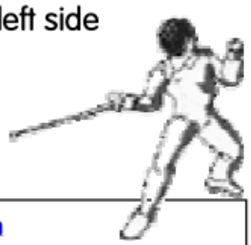
The true angle of cut may be adjusted to any desired angle between 0 degrees and 45 degrees. Loosen the knob bolt of the bevel scale and move it to the desired angle. Once the angle is selected, be sure to re-tighten the knob bolt firmly.

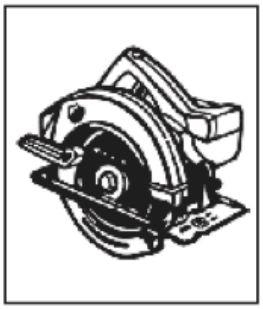
Inspect for and remove all nails from timber before starting the cutting procedure.

The Circular saw starts and stops by depressing and releasing a trigger switch. To start a cut, rest the front part of the base plate on the work piece (so that the blade does not touch the work), then depress the trigger switch. When the blade comes up to full speed, push the circular saw forward to begin cutting. Continue pushing the saw with uniform and even pressure until the cut is finished.

When cutting material at 90 degree vertical cuts or 45 degree bevel cuts, use the same line guide of the base plate and move the circular saw along the pencilled line to be cut. This line guide will give an approximate line of cut. It is recommended to make a sample cut in scrap timber to verify the actual line of cut.

The use of the saw guide fence eliminates the necessity of drawing guide lines on the work piece. The cutting width can be easily established by setting the guide fence at the desired distance from the blade. The saw guide can be attached on either right or left side of the work piece.





Portable Circular Saw — Safety Test

DO NOT WRITE ON THIS PAPER — USE ANSWER SHEET

Word List: control - electrical - fence - guard - hands - jams - liquids - mask - pinching - power - ripping - scale - rotating - sharpened - stops - steady - underneath - wet – workpiece

On your answer sheet, fill in the appropriate word from the list for each question.

1. Kickback occurs when the saw ..... rapidly and is driven back towards the operator. You should release the switch immediately if the blade binds or the saw stalls.
2. The teeth of the saw blade should be ..... frequently to avoid overloading the motor.
3. The operator should keep the ..... cord away from the cutting area and position it so that it is not caught on the workpiece during the cutting operation.
4. You should disconnect the saw from the ..... when not in use or before servicing and when changing blades.
5. Before use of the saw, the ..... should be carefully checked to determine that it will operate properly and perform its intended function.
6. Circular saws can be used for cross cutting and ..... as well as making bevel cuts.
7. The circular saw guide ..... should touch only slightly against the workpiece and not be forced.
8. Bevel cuts can be made by using the bevel ..... which allows the saw blade to be set at an angle to the base.
9. You should NOT use the circular saw in damp or ..... locations.
10. It is important to hold the circular saw with ..... and even force in order to obtain a uniform cut.
11. You should always wear protective hair covering to contain long hair. Use PPE such as safety spectacles to protect the eyes. Use a face or dust ..... if the cutting operation is dusty.
12. It is important to support the workpiece properly and to hold the circular saw firmly to prevent loss of ..... which could cause personal injury.
13. You should NOT reach ..... the work while the blade is rotating. Do not attempt to remove cut material when the blade is moving.
14. You should NEVER remove the saw from the ..... during a cutting procedure while the blade is rotating.
15. Large panels must be supported to minimise the risk of the blade ..... and kickback.
16. The circular saw starts and ..... by depressing and releasing a trigger switch.
17. The use of the saw guide ..... eliminates the necessity of drawing guide lines on the workpiece.
18. You should NOT use the circular saw in the presence of flammable ..... or gases.
19. The direction of the ..... blade tends to cause the cutting action of the blade to hold the workpiece against the base of the saw.
20. You must keep the ..... away from the cutting area when operating the circular saw.

PORTABLE CIRCULAR SAW – SAFETY TEST

ANSWER SHEET

STUDENT NAME _____ DATE _____

Answer in the appropriate blank spaces

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
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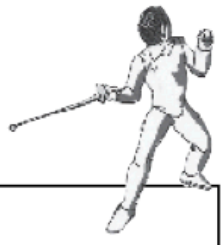
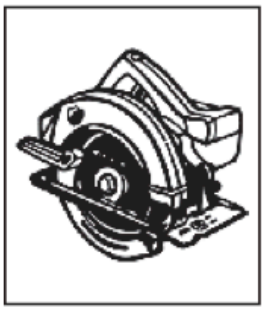
20. _____



NUMBER CORRECT _____

TEACHER SIGNATURE _____

CERTIFICATE AWARDED (YES / NO)



PORTABLE CIRCULAR SAW – SAFETY TEST

ANSWER KEY

1. jams
2. sharpened
3. electrical
4. power
5. guard
6. ripping
7. fence
8. scale
9. wet
10. control
11. mask
12. control
13. underneath
14. workpiece
15. pinching
16. stops
17. fence
18. liquids
19. rotating
20. hands

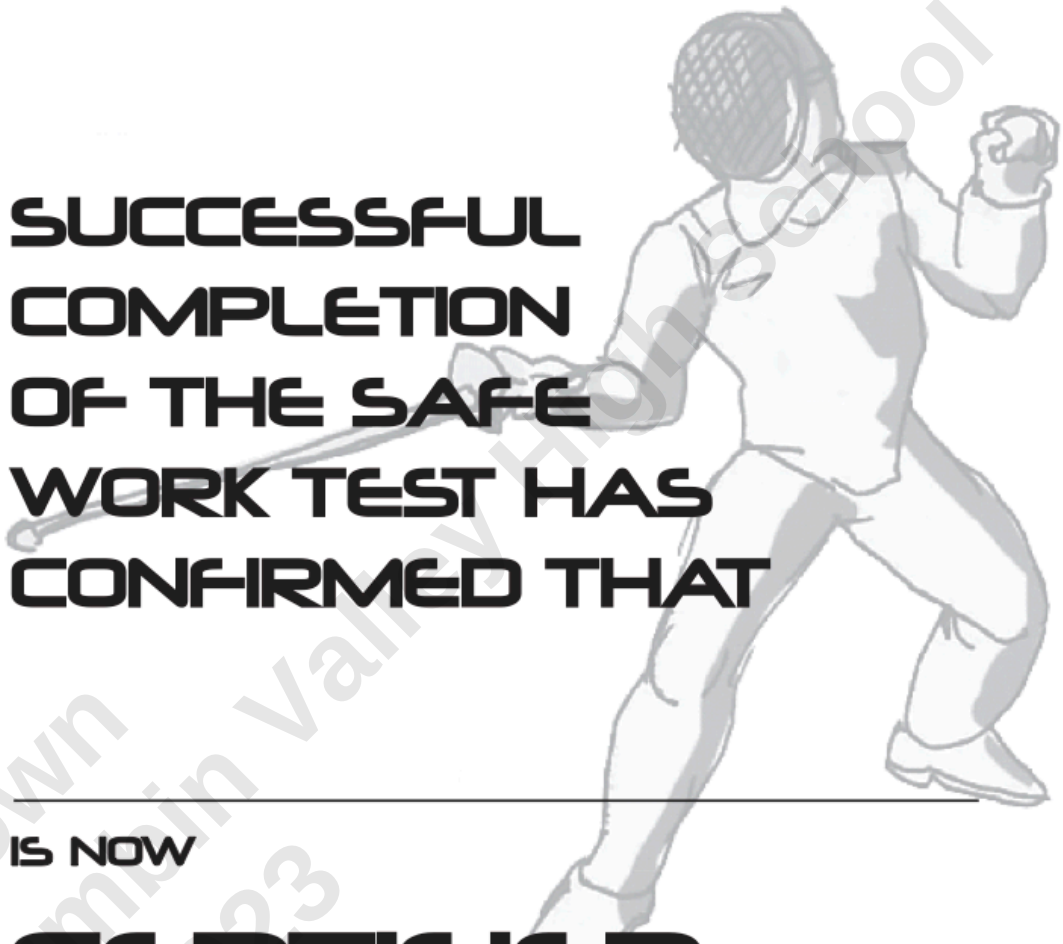
CERTIFICATE OF SAFETY

General Safety Precautions ✓

Personal Safety ✓

Pre-operational Safety ✓

Operating Safety ✓



SUCCESSFUL COMPLETION OF THE SAFE WORK TEST HAS CONFIRMED THAT

_____

IS NOW

CERTIFIED

TO HAVE SHOWN A WORKING KNOWLEDGE AND UNDERSTANDING OF THE SAFE PRACTICES REQUIRED TO OPERATE THE

PORTABLE CIRCULAR SAW

Location: _____

Course: _____

Supervisor: _____

Date: _____

OnGuard Certified

'OnGuard' Safety Training Program