

Safe Work Procedure		Mitre / Chop Saw																																									
Department / Area: Physical Plant Services	Approved By: Regional Manager of Physical Plant Services	Date Created: September 5 2014	Review Date:  Revised date:																																								
<b>Potential Hazards:</b> <b>Fill in those that apply</b> <table border="0"> <tr> <td><b>H</b></td> <td><b>M</b></td> <td><b>L</b></td> <td><b>Risk for Injury</b></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Moving machinery – saw blade</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Sharp points / edges – blade cuts, amputations</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Noise – cutting with saw</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Awkward / Sustained postures – bend, twist, reach</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Vibration</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Forceful exertions – lifting material</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Electrical</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Respiratory – wood dust</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td>Other – clothing getting caught in machinery</td> </tr> </table>		<b>H</b>	<b>M</b>	<b>L</b>	<b>Risk for Injury</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moving machinery – saw blade	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sharp points / edges – blade cuts, amputations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise – cutting with saw	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Awkward / Sustained postures – bend, twist, reach	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forceful exertions – lifting material	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Respiratory – wood dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other – clothing getting caught in machinery	<b>Personal protective equipment / devices required / other safety considerations:</b> <ul style="list-style-type: none"> <li>➤ Eye Protection</li> <li>➤ Hearing Protection</li> <li>➤ Appropriate closed toe footwear</li> <li>➤ Disposable Respirator (minimum N95) or Half Mask if dusty conditions</li> <li>➤ Dust Collection Bag or System</li> <li>➤ Secure loose clothing, hair, jewelry, or draw strings from hoods that could become entangled in tool</li> <li>➤ Ensure guards are in place if applicable</li> </ul>	
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		<b>Training / Reference Information:</b> <ul style="list-style-type: none"> <li>➤ SCHIPP Module 1 training</li> <li>➤ Department Orientation</li> <li>➤ Operator's Manual</li> </ul>																																									
<b>Note:</b> Signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.																																											
<b>Employers must ensure that workers are trained and follow this safe work procedure.</b> <b>Steps to perform this task safely:</b>																																											
<ul style="list-style-type: none"> <li>➤ Ensure any loose fitting clothing, jewelry, drawstrings or long hair are tucked in or contained.</li> <li>➤ Pre-inspect saw for possible defects before using. Check electrical cords, switches, blade guards. Ensure dust collection bag is attached.</li> <li>➤ Do not operate saw in wet conditions.</li> <li>➤ Operate saw on a firm level surface.</li> <li>➤ Adjust saw for desired cut angle and tighten adjustment knob(s).</li> <li>➤ Obtain wood and inspect it for defects and foreign objects, discard defective pieces into refuse bin. When lifting materials, try to keep your back straight and keep the load close to reduce stress on your back. Bend hips and knees rather than bending at the waist. Avoid twisting your back by instead taking small steps to turn.</li> <li>➤ Place wood on platform. Ensure there is extra support for long material.</li> <li>➤ Put on appropriate PPE.</li> <li>➤ Turn on saw. Hold wood firmly on platform and fence with one hand. Ensure your hand is safely away from the blade. If wearing gloves, do not wear a glove on your trigger hand that could bind and cause the trigger to stick. Do not try to force the saw while cutting.</li> <li>➤ Never try to pick up or move wood next to the blade with your hands when the blade is turning and never try to freehand wood into the blade.</li> <li>➤ De-energize the saw before cleaning it or changing the blade. If there is a large amount of saw dust, wear eye protection and a respirator while cleaning. Follow Operator's Manual for instructions to change the blade.</li> </ul>																																											