

Safe Work Procedure - Table Saw

Safe Work Procedure		Table Saw	
Department / Area: Physical Plant	Approved By: Regional Manager; Physical Plant Services	Date Created: June 26, 2015	Review / Revised date:
Potential Hazards Fill in those that apply		Personal protective equipment / devices Required / other safety considerations	
H M L risk for injury <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Awkward / sustained postures standing, lifting, reaching <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Forceful exertions – lifting material <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Sharp points / edges-saw blade, wood <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Moving machinery-saw blade <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Chemicals – wood dust <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> Electrical <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Noise-cutting with saw		<ul style="list-style-type: none"> - Eye protection - Hearing protection required - Appropriate closed toe footwear - Respirator (minimum requirement; N95), if dusty conditions - Guard - Push stick or jig - Dust collection bag or system - Secure loose clothing, hair, draw strings from hoods that could become entangled in tool - Approved Push block/stick 	
		Training / Reference information	
		<ul style="list-style-type: none"> - Module 1 SCHIPP Orientation - Department Orientation - Operator's manual 	
<p>Note: 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</p>			
<p>Employers must ensure that workers are trained and follow this safe work procedure</p> <p>Steps to perform this task safely</p>			
<p>1. Preparation</p> <ul style="list-style-type: none"> • Pre inspect saw for defects: Check electrical cords, switches, blade guards, guides, push stick, fence, dust collection system • Ensure guards fence and guides are properly positioned and functional • Maintain rip fence parallel to blade so stock will not bind on blade & be thrown. Do not adjust the fence when the saw is running • Spreader must be in alignment with the blade and the anti-kickback device in place. Replace or sharpen anti-kickback device when the points become dull • Saw blade should be sharp and not more than 6mm above the height of the stock • Hood guard (crown guard) that covers the blade should ride the thickness of the stock being cut • Use a stop block when crosscutting short material. Crosscuts of long material should not be done unless the manufacturer has a system for supporting the material • When task is complete, shut off saw and remove wood. Never leave a running saw unattended • De-energize & lock out machine before changing blade/performing maintenance. Make sure blade is free before turning on saw • If there is a large amount of saw dust, wear eye protection and a disposable respirator (N95) while cleaning • Use lock device (if equipped) when finished using the saw 			

2. Perform Cutting Task

- Stand with a wide base of support and position yourself off centre to the blade in case of kickbacks / debris
- Turn on saw. Hold wood firmly on platform and against fence or mitre guard and feed the stock through the blade with steady pressure. Keep hands in safe zone. Never try to pick up, move wood next to the blade, make free hand cuts or reach over the blade when the saw is running
- To rip materials:
 - ❖ -6 inches or wider, feed material with your right hand until it clears the table. Left hand guides material
 - ❖ -2 inches to 6 inches, use the push stick to feed the material
 - ❖ -less than 2 inches, use the manufacturer's auxiliary fence-work support system
- Material should be released only after it has cleared the blade

3. Task Completion

- When task is complete, shut off saw & remove wood. Never leave a running saw unattended.
- De-energize & lock out machine if cleaning it. If there is a large amount of saw dust, wear eye protection & a disposable respirator (N95) while cleaning.
- Follow operations manual for instructions to change blades