

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i> Safe Work Instructions for Chop Saws	Policy Sponsor: Assistant Vice President Facilities Management	Approval Date: July 2010
	Responsible Unit: Trade Services	Revisions: August 2018

Hazards Identified: Flying objects, dust, noise, sparks, rotating blade, unstable footing, electrical shock
Personal Protective Equipment Required: Safety footwear, safety goggles or glasses and face shield, hard hat (if necessary), hearing protection
Training Required: Proper Operation of Chop Saws

These safe work practices must be followed at all times and are to be reviewed annually.

1. Only properly trained, competent, employees are allowed to operate this equipment.
2. DO NOT use this equipment for any purposes other than those intended by the manufacturer.
3. Always follow the manufacturer's instructions for use and maintenance.
4. Required PPE must be worn at all times during the operation of this equipment.
5. Do not wear loose clothing or jewelry and ensure that long loose hair is tucked under a hat.
6. Ensure that the saw and the work area are clean and free of all potential hazards before starting to work.
7. Check the saw parts, its power cord and plug, and the electrical outlet to ensure everything is in good working order.

8. Equipment plugged into a wall outlet must be unplugged and properly locked out as defined in the FM Lock Out Program before any attempt is made to repair, service, clean, replace parts, adjust or perform any other activity where an employee may be injured by the equipment being energized.
9. Ensure that the blade is sharp, securely in place, free of cracks or pitch and turning properly.
10. Do not use a defective blade.
11. Only use proper size blades and blades with an RPM rating compatible with the saw.
12. DO NOT use a defective or malfunctioning tag it with a DO NOT USE tag, remove it from service and report the problem(s) immediately to your supervisor.
13. Ensure that all guards are in place and working properly.
14. Stop work immediately if guards fail to return to their normal position during operation. Repair immediately.
15. Ensure that the material to be cut is held firmly against or is firmly held in place by clamps.
16. Never attempt to make free hand cuts.
17. Do not attempt to cut small pieces of material.
18. Ensure that material that extends beyond the end of the saw table is adequately supported at the height of the table.
19. Always allow the blade to reach full speed before starting a cut.
20. Keep hands and fingers away from the cutting zone at all times.
21. Keep the lower guard clean during operation to ensure visibility and proper movement.
22. When cut is complete release trigger switch, allow blade to stop and raise the saw before removing material.
23. Never attempt to remove material from the saw until the blade has stopped coasting.