

 DALHOUSIE UNIVERSITY <i>Inspiring Minds</i> Safe Work Instructions for Hand Saws	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> December 2015
	<i>Responsible Unit:</i> Trade Services	<i>Revisions:</i> January 2017

Hazards Identified:

Sharp saw blades, repetitive motion, unstable saw horses or work surfaces,

Personal Protective Equipment Required:

Safety boots, safety glasses or goggles, safety gloves

Training Required:

Before using this equipment employees must be trained by a competent person in its proper use and care and in the proper use and maintenance of all required PPE.

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

1. Do not use this equipment unless you have received proper training.
2. Personal protective equipment must be used at all times while this equipment is being operated.
3. Always follow the information provided in the manufacturer's manual.
4. Always make sure you have the right type of saw for the job.
5. Before each use, check saws for possible defects such as splintered or cracked handles, bent blades, missing or misaligned teeth in the blade, loose connections between the handle and the blade.
6. Ensure that saw blades are kept sharp and clean.
7. Do not use a saw that is found to be defective in any way. Place a "DO NOT USE" tag on the saw and ensure that it is repaired or replaced.

8. Before starting to cut any piece of stock ensure it free from imperfections that may damage the saw or affect your ability to make a cut.
9. Grip the saw so that your index finger is pointed along the length of the saw and the other fingers and thumb are wrapped around the handle.
10. Ensure that your wrist, fore arm and shoulder are aligned with the saw and where the cut is to be made.
11. Ensure that you grasp the saw handle firmly.
12. Support the piece of stock being cut on saw horses or a bench. Use two or more saw horses or a helper to support long pieces of stock.
13. Ensure the item being cut is held firmly in place by using clamps or your free hand.
14. Keep your hand well away from the area of the cut.
15. Always hold the saw at 45 degrees for cross cuts and 60 degrees for rip cuts.
16. Always start the cut with a number of individual back strokes.
17. Once the cut has been started only cut on the down stroke by applying adequate pressure.
18. Always release pressure on the back stroke.
19. Use the full length of the blade during each stroke.
20. Always use a steady regular rhythm as you cut.
21. Ensure that the scrap end of the item being cut is adequately supported in order to safely finish the cut.
22. Always carry a hand saw by the handle with the blade pointing down and teeth to the rear.
23. When you are finished with the saw store it properly to protect the saw and its blade from damage.