

 <b>DALHOUSIE UNIVERSITY</b> <i>Inspiring Minds</i>  <b>Safe Work Instructions for Powered Hand Held Circular Saws</b>	<b>Policy Sponsor:</b>  Assistant Vice President Facilities Management	<b>Approval Date:</b>  January 2016
	<b>Responsible Unit:</b>  Trade Services	<b>Revisions:</b>  January 2018

**Known Hazards**

Sharp objects, kickback, work area cluttered with debris, objects embedded in recycled wood, dust, noise, inadequate support for item being cut, poor lighting, removal of safety devices, electricity, saw parts that are broken or malfunctioning, flying material

**Job Specific Training Requirements**

- Proper operation of equipment
- Standard shop safety practices
- Hands on training

**Applicable Regulations / Standards**

**Personal Protective Equipment Requirements**

Safety glasses or goggles, safety gloves, safety boots, hearing protection, long trousers, dust masks

**Safe Job Procedures**

**These job procedures are to be followed at all times to ensure effectiveness in employee safety, production, quality of work and overall loss prevention.**

**Pre-Operation Steps:**

- Make sure you unplug the saw to make adjustments, clean or repair the saw and to change blades.
- Ensure that blade that you select for the job is sharp enough to cut cleanly and safely.
- Ensure the blade is securely mounted without over tightening the lock nut.

- Check the saw for proper blade rotation.
- With the saw unplugged, set the depth of the blade, and lock it in place, so the lowest tooth does not extend more than 1.3 cm (1/2 inch) below the bottom of the wood.
- Check the retracting lower blade guard frequently to ensure it moves freely.
- Ensure the lower blade guard encloses the teeth as completely as possible and covers the unused portion of the blade when cutting.
- Select the correct blade for cutting the material you are using to ensure the blade will cut easily.
- Ensure the blade is in good condition without any nicks or cracks.
- Secure the material to be cut to prevent it from moving.
- Allow the saw to reach full power before starting to cut.
- Use both hands to operate the saw, one on the trigger switch and one on the front knob handle.
- Check the material to cut for warps, knots and foreign objects such as nails, screws or staples.
- Discard any material that is not fit for use.

**Operation:**

- Ensure the work area (floor and work surface) is clear of dust and debris.
- Ensure the material to be cut is adequately supported and securely clamped in place.
- If you are going to rip the material use a guide / fence that is securely nailed or clamped to the material.
- Keep the saws power cord and any extension cord in use clear of the work area.
- Before starting your cut, ensure the power cord is long enough to make the cut.

- If you require an extension make sure the gauge of the extension matches the requirements of the saw.
- Use both hands to operate the saw, one on the trigger and one on the handle at the front of the saw.
- Always keep your body inline with the left side of the saw never behind the blade in order to avoid any kickbacks.
- Start the saw with the shoe flat on the materials and the blade clear of the material.
- Allow the saw to come to full power before starting your cut.
- Always cut in a straight line.
- Keep the weight of the saw on the clamped side of the saw.
- Allow pieces that are cut off to fall.
- If the blade binds, or, if you must interrupt a cut, release the trigger, hold the saw motionless and allow the blade to stop completely before removing it from the cut.
- Keep the guard free of any accumulation of debris or dust.
- Turn the saw OFF and unplug it before you clean the guard.
- Ensure that the lower retracting blade guard is fully covering the blade and the blade has stopped moving before putting the saw down.
- Disconnect the power cord from the power source before adjusting the saw or changing the blade.
- Store the saw in a place where it cannot be damaged while not in use.
- Clean up the work area.