

 DALHOUSIE UNIVERSITY	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>

**Facilities Management
Chainsaws
Safe Work Instructions**

Service: Environmental Services	Shop: Grounds and Horticulture
Hazards Identified: Noise, vibration, falling objects, uneven terrain, debris in the work area, cutting chain, sun burn, exhaust, airborne debris / projectiles	
Personal Protective Equipment Required: Hard hat with face shield, safety glasses or goggles, industrial quality leather or anti-vibration gloves, ear plugs or muffs, sun screen, long sleeve shirt and long pants, chain saw boots, safety pants or chaps	
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.

1. Only properly qualified employees are to operate this equipment.
2. The required personal protective equipment must be used at all times.
3. Always read and follow the manufacturer's operating manual, particularly information about start-up, operation, shut-down, adjustments and maintenance.

4. Never work alone or at the very least inform either your supervisor or a fellow employee of where you will be working so they can check on you regularly.
5. Inspect the chainsaw before each use to ensure that it is in good working condition.
6. Do not use a saw with broken, missing or damaged parts.
7. Only operate a chain saw in well ventilated areas.
8. Ensure that the guide bar is tight, the chain is sharp and snug without binding.
9. Always ensure that the chain brake is operating properly before starting to work.
10. Check all controls before use and ensure that you know how to use them.
11. Do not perform chain saw operations up in trees if you have not received the appropriate training for such activities.
12. When carrying or transporting the saw ensure that the chain guard is firmly in place.
13. When carrying the saw the blade should be pointed behind you.
14. Prior to starting the saw, and cutting, ensure that you have a firm grip, good footing and good balance.
15. Ensure that any containers of fuel are at least 3 metres away from where the saw will be started and the work area.
16. Always follow the manufacturer's instructions for starting the saw.
17. Ensure that the chain brake is engaged before starting the saw.
18. Start the saw on the ground with the chain blade pointing away from you.
19. Ensure that the chain is clear of any obstructions on the ground.
20. Do not attempt to start the saw in your hands.
21. Always ensure that the saw is warm and running smoothly before starting to cut.

22. Never make adjustments to the guide bar or the chain or attempt to sharpen the chain with the motor running.
23. Always prepare/clear the cutting site before starting work and ensure you have an escape route.
24. Always follow the proper procedures for removing branches and felling trees.
25. Do not attempt to feel a tree if you do not know how to control the direction of fall.
26. Always know the location of anyone working with you.
27. Ensure that there are at least two tree lengths between you and a fellow worker. (The equivalent of the height of your tree and the tree your fellow worker is cutting.)
28. Do not allow anyone to work downhill of you when working on a slope.
29. Place warning signs and tape around areas to prevent by-standers from entering the work area.
30. Always warn other employees when a tree is about to fall.
31. Always move away at least 7.5 m when the tree your cutting begins to fall, turn you saw off and place it on the ground.
32. Always use the correct saw with the correct bar length for the job.
33. Ensure that you know the proper procedures for cross cutting
34. Always maintain full power during the entire cut.
35. Never stand directly behind the saw while cutting.
36. Never attempt cuts above shoulder height.
37. Ensure that you know the proper procedures for reducing kickback.
38. Perform regular cleaning and maintenance on the saw.
39. Never carry a chainsaw with the motor running.
40. Never leave a running chain saw unattended.

41. Always turn the saw off before putting it down on the ground.
42. Refuel a saw only when the engine is cool.
43. Only approved fuel containers are to be used.
44. Use only the amount of fuel required for the job. Do not overfill fuel containers.
45. Ensure that there are no open flames or people smoking in the refueling area.
46. Always follow the manufacturers recommended procedures for sharpening the chain.
47. Regularly review the manufacturers manual and chainsaw operation course manuals.