

 DALHOUSIE UNIVERSITY Facilities Management Manual Pole and Hand Pruning Saws Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> July 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Environmental	Shop: Grounds and Horticulture	
Hazards Identified: Repetitive motion, slipping, tripping, over reaching,		
Personal Protective Equipment Required: Safety glasses, safety boots, hand protection, hard hat, long sleeve shirt. Long pants,		
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.

1. Do not use this equipment unless you have been properly trained in its use.
2. The required 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 saw for the job.
5. Do not use a hand pruning saw on a ladder if you can reach using a pole saw.
6. Before each use, check saws for possible defects such as splintered or cracked handles, bent blades, missing teeth in the blade, loose connections between the handle and the blade.

7. Check to ensure that connections between different sections of a pole saw are secure.
8. Visually ensure that the saw blade is sharp, clean and kept free of rust.
9. 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.
10. If the saw is equipped with a safety catch ensure that it engaged before starting to cut and when you have stored the blade.
11. Before starting to cut inspect the work area for potential hazards.
12. Ensure that you have a clear level, non-slippery area in which to stand.
13. Do not stand directly under the limb or branch being cut.
14. Always check overhead for potential hazards.
15. Do not operate manual pruning saws while standing on a ladder or raised platform.
16. Always clear away any branches that are in your way or prevent you from reaching the branch to be cut.
17. Ensure that you grasp the saw handle firmly.
18. Always start the cut with a number of short strokes.
19. Always use a steady regular rhythm as you cut.
20. Use a number of cuts to remove a long limb or branch.
21. When you are finished with the saw, store it properly to protect the saw and its blade from damage.