

 <b>DALHOUSIE UNIVERSITY</b>	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> September 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
<b>Facilities Management Masonry/Concrete Cut Off Saws Safe Work Instructions</b>		
<b>Service:</b> Trade Services	<b>Shop:</b> Carpentry	
<b>Hazards Identified:</b> Projectiles, cutting blades, noise, unstable footing, kickback, pushback, pull-ins, dust		
<b>Personal Protective Equipment Required:</b> Safety glasses or goggles and / or face shield, safety boots, hand protection, hard hat, safety boots, hearing protection, respiratory protection		
<b>Training Required:</b> Before using powder actuated tools employees must receive training from a competent person in their proper use and maintenance.		

These safe work practices must be reviewed regularly and must be followed at all times.

1. Do not use this type of equipment unless you have been properly trained in its use.
2. The required personal protective equipment must be used at all times.
3. Always follow the information provided by the manufacturer about the proper use and maintenance of this equipment.
4. Do not use the equipment for anything other than its intended purpose.
5. Check the equipment before use to ensure that it is not damaged or defective.
6. Do not use this tool if the power cord, plug or saw are damaged or defective in any way.

7. Tag damaged or defective tools as such and remove them from service immediately so they can be serviced or replaced.
8. Check the work area to ensure that no gas or electrical lines embedded in the cutting area.
9. Ensure that the cutting blade is the correct size for the job and that it is properly installed.
10. Check the blade for defects prior to each use.
11. Ensure that guards are in place at all times while cutting.
12. Ensure that the saw speed and the blade RPMs are compatible.
13. Ensure that cuts are kept straight to avoid jamming of the blade.
14. Do not use hand held saws above shoulder height or while standing on a ladder, step stools or other unstable surfaces.
15. Mount the saw on guide tracks for elevated cutting.
16. Keep your hands clear of the cut line, and blade, while holding the material to cut firmly against the backstop.
17. Always guide walk behind saws in a straight line.
18. Use several passes for each cut.
19. Do not push against the saw