

## Safe Work Practice (SWP)

Name of Task <b>Circular Saw</b>	
Department/Unit: Trades Programs, and Maintenance	
<b>Personal Protective Equipment or other required equipment and safety considerations:</b> Eye Protection, CSA approved footwear, dust protection, hearing protection, and long hair must be contained or tied to the back. No loose fitting clothing. No jewelry, watches, rings or necklaces.	
<b>Hazards:</b> Obstructions or foreign objects, cuts, lacerations and amputations, dust/debris irritation, noise, projectile work pieces, over reaching, forcing the saw, over tightening the blade locking nut, wrong or dull blade, lower guard doesn't retract properly, removing the blade guard, and pinching the blade.	
<b>Required Training:</b>	<ul style="list-style-type: none"> <li>Successful completion of safety unit and test.</li> <li>Training in-house by individuals, experienced and knowledgeable with the tool.</li> <li>Operators Manual.</li> </ul>
Steps to be taken to complete task safely:	
1	<ul style="list-style-type: none"> <li>Ensure no slip/trip hazards are present in workspace and walkways.</li> <li>Make all adjustments with power cord unplugged.</li> <li>Make sure guards are installed and are working properly, free of sawdust and chips.</li> <li>Faulty equipment must not be used. Immediately report suspect equipment.</li> <li>Locate and ensure you are familiar with the operation of the ON/OFF starter.</li> <li>Ensure level ground surface when cutting.</li> </ul>
2	Wear specified Personal Protective Equipment.
3	Set the depth of the blade and lock at a depth so that the teeth do not extend more than about 3mm beneath the wood.
4	Check for foreign objects.
5	Secure object/materials being cut to avoid movement.
6	Allow it to cut steadily. Do not force it. Do not twist the saw to change, cut or check alignment.
7	Use approved respirators when exposed to harmful or nuisance dust.
8	Turn saw OFF and let blade come to a rest before removing work piece.
9	Check that the retracting lower blade guard has returned to its starting position before laying down the saw.
10	Unplug saw or turn off the motor when changing the blade or making adjustments.
11	<b>Post-Operational Safety Checks:-</b> <ul style="list-style-type: none"> <li>Clean up dust and debris with POWER OFF.</li> </ul>
<b>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</b>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
<b>Completed by and Date:</b>	<b>Approved by:</b>

<b>Last Reviewed/Revised by and Date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.
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