



## Safe Work Practice (SWP)

<b>Name of Task: Circular Saw</b>	
<b>Department/Unit: Trades</b>	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b>	
<ul style="list-style-type: none"> <li>• Eye protection required</li> <li>• No loose fitting clothing</li> <li>• CSA approved safety footwear required</li> <li>• Hearing protection required</li> <li>• Approved Dust Mask if required dependent on material used - Confirm with Instructor or MSDS</li> <li>• Long or loose hair must be tied back or contained</li> <li>• No jewelry, watches, rings, necklaces, etc.</li> </ul>	
<b>Hazards:</b>	
<ul style="list-style-type: none"> <li>• Loose knots or foreign materials</li> <li>• Dust/debris irritation</li> <li>• Cuts, lacerations and amputations</li> <li>• Noise</li> <li>• Projectile work pieces from improper clamping</li> </ul>	
<b>Required Training</b>	<ul style="list-style-type: none"> <li>• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)</li> <li>• Shop safety orientation</li> <li>• Read and understand SWP</li> <li>• For students, practical demonstration and Instructor supervision required</li> </ul>
<b>Pre-Operational Safety Checks</b>	<ul style="list-style-type: none"> <li>• Inspect required personal protective equipment and replace if required.</li> <li>• Ensure no slip/trip hazards are present in workspaces and walkways.</li> <li>• Make sure guards, if present, are installed and are working properly.</li> <li>• Faulty equipment must not be used. Immediately report suspect machinery.</li> <li>• Locate and ensure you are familiar with the operation of the ON/OFF starter.</li> </ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"> <li>• Do not leave this equipment running unattended</li> <li>• Cutting irregular stock, branches or wood with embedded nails or screws</li> </ul>
<b>Steps to be taken to complete task safely:</b>	
1	Wear appropriate personal protective equipment (PPE).
2	Check the retracting lower blade guard frequently to make certain it works freely.
3	Make all adjustments with power cord unplugged.
4	Set the depth of the blade and lock it at a depth so that the lowest tooth does not extend more than about 6 mm (1/4 inch) beneath the wood.
5	Secure stock being cut to avoid movement.
6	Keep all cords clear of cutting area.
7	Circular saws are designed for right-hand operation; left-handed operation will demand more care to operate safely.
8	Use two hands to operate saws - one on a trigger switch and the other on a front knob handle.
9	Allow the saw to reach full power before starting to cut.
10	Allow it to cut steadily. Do not force it. Do not twist the saw to change, cut or check alignment.
11	Keep motor free from accumulation of dust and chips.
12	Turn saw OFF and let blade come to a rest before removing work piece.
13	Check that the retracting lower blade guard has returned to its starting position before laying down the saw.
14	Clean up dust and debris with POWER OFF

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*

	<p>If an emergency occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</p> <p>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</p> <p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Switch off the machine and reset all guards to a fully closed position.</li> <li>• Leave the machine in a safe, clean and tidy state.</li> <li>• When servicing equipment (ex. changing a blade), power must be disconnected.</li> </ul>
<b>Responsibilities, Completion and Review</b>	
<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>	
Completed by and Date: 1/20/2020	Approved by: Catherine Black – Dean, Trades
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.