

## Safe Work Practice (SWP)

Name of Task <b>Sabre, Jig and Reciprocating Saws</b>	
Department/Unit: Trades Programs, Maintenance	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved footwear, and hearing protection. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
Hazards: Dust, noise, cuts, lacerations, amputations, and flying objects.	
Required Training:	<ul style="list-style-type: none"> <li>Successful completion of safety unit and test.</li> <li>Instructor supervision.</li> </ul>
Steps to be taken to complete task safely:	
1	<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/tripping hazards are present in workspace and walkways.</li> <li>Make sure guards, if present, are installed and 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> <li>Disconnect power supply before changing or adjusting the blade.</li> <li>Use lubricants when cutting metals.</li> <li>Keep all cords clear of cutting area.</li> <li>Position the saw beside the material before cutting and avoid entering the cut with a moving blade.</li> <li>Make all adjustments with Power Off.</li> <li>Remember sabre saws cut on the up stroke.</li> </ul>
2	<b>Prohibited Activities:</b> <ul style="list-style-type: none"> <li>Do not leave this equipment running unattended.</li> <li>Do not start cutting until the saw reaches its full power.</li> <li>Do not force a saw along or around a curve. Allow the machine to turn with ease.</li> <li>Do not insert a blade into or withdraw a blade from a cut or lead hole while the blade is moving</li> <li>Do not put down a saw until the motor has stopped.</li> <li>Do not reach under or around the stock being cut.</li> </ul>
3	Wear appropriate personal protective equipment.
4	Hold reciprocating saw with both hands.
5	Secure and support stock as close as possible to the cutting line to avoid vibration.
6	Keep the base of the saw in firm contact with the stock being cut.
7	Select the correct blade for the material being cut and allow it to cut steadily. Do not force it. For best results, ensure the blades are clean and sharp.
8	Set the blade to go no further than 0.32 to 0.64 cm deeper than the material being cut.
9	Maintain control of the saw always. Avoid cutting above the shoulder height.
10	<b>Post-Operational Safety Checks:-</b> Clean up dust and debris with Power Off.

***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.***

**Responsibilities, Completion and Review**

*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.*

**Completed by and Date:**

**Approved by:**

**Last Reviewed/Revised by and Date:**

**Note:** This task will be monitored periodically to ensure compliance and effectiveness.