

## Safe Work Practice (SWP)

<b>Name of Task</b> <b>Table Saw</b>	
<b>Department/Unit: Trades Programs</b>	
<b>Personal Protective Equipment or other required equipment and safety considerations:</b> 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).	
<b>Hazards:</b> Dust noise, cuts, lacerations, amputations, moving parts, blades, flying objects and pinch points.	
<b>Required Training:</b>	<ul style="list-style-type: none"> <li>Read and follow the manufacturer's instructions and warning labels.</li> <li>Instructor supervision.</li> </ul>
<b>Steps to be taken to complete task safely:</b>	
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>If a push stick is required, inspect the push stick.</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> </ul>
2	<b>Prohibited Activities:</b> <ul style="list-style-type: none"> <li>Do not smoke.</li> <li>Do not leave this equipment unattended while running.</li> <li>Do not reach across machine.</li> <li>Do not let your hands come closer than 10 cm to the operating blade.</li> <li>Do not cut stock free hand.</li> <li>Do not let small scrap cuttings accumulate around blade.</li> </ul>
3	Wear appropriate personal protective equipment.
4	Open dust chute and turn on dust collector.
5	Use a guard high enough to cover the part of the blade rising above the stock and wide enough to cover the blade when it is tilted. Adjust height so no more than 4 teeth of the blade are above the height of the piece being cut.
6	Use anti-kickback devices for all ripping or cross cutting operations.
7	Ensure that the fence is locked in position after the desired width has been set, when ripping. Do not use fence during crosscut operations.
8	Ensure that there is adequate support to hold a work piece; use extension tables or roller supports at the side or back for larger pieces. If an assistant is at the back end of the saw, an extension table should be in place so the back edge is about 1.2 m from the saw blade. The assistant should wait for the work piece to reach the edge of the extension table and should not reach toward the saw blade.
9	Use a push stick when ripping narrow or short stock. On larger work pieces use a push stick that pushes the work piece through. On smaller work pieces use a push stick that holds the work piece down and pushes the work piece through.
10	Keep your hands on either side of the blade – not in line with the cutting line and the blade.
11	Keep the body and face to one side of the saw blade out of the line of a possible kickback
12	Hold the work piece firmly down on the table and against the fence when pushing the work piece through.

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13	Feed work piece into the blade against the direction of its rotation. Move the rip fence out of the way when cross cutting. Never use it as a cut off gauge.
14	Turn table saw Off and let blade come to rest before removing work piece.
15	<b>Post-Operational Safety Checks:</b> Clean up dust and debris with Power Off.
<b><i>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.</i></b>	
<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>	
<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.