

Safe Work Practice (SWP)

Name of Task: Metal Cut Off Saw

Department/Unit:

Carpentry

Personal Protective Equipment or other required equipment or other safety considerations:

Eye protection, hearing protection, safety boots, dust mask, Working Gloves (leather), possible mask or respirator depending on material being cut. **Other safety considerations** cover or tie back long hair, No loose fitting clothing or jewelry including watches, rings or necklaces.

Hazards:

- Severe cuts, lacerations and amputations
- Eye injuries
- Noise
- Projectiles
- Metal dust
- Metal sparks
- Burns

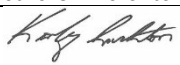
Required Training

Successful completion of safety unit and test.
Training in-house by individuals, experienced and knowledgeable with the tool.
Part of annual equipment list review.
Instructor supervision required

Steps to be taken to complete task safely:

	Pre Operational
1	Inspect and wear specified Personal Protective Equipment.
2	Inspect work area for clutter and other tripping hazards.
3	Inspect guard is installed and working properly and engaged
4	Report equipment which is faulty immediately.
5	Be familiar with the operation of the saw prior to starting.
6	If a dust extraction unit is available turn on.
7	Make all adjustments prior to starting and make sure all adjustment knobs are tight.
8	Inspect cutting wheel for damage or wear and proper rotation. Replace if necessary, with wheel with proper size and RPM rating. Disconnect prior the changing wheel.
	Operation
1	Ensure that work is within maximum cut of saw.
2	Place meta at back of fence and if possible secure in place.
3	Start saw while not in contact with piece and wait until it reaches maximum speed.
4	Slowly bring wheel to metal and cut piece using appropriate speed for job, DO NOT FORCE.
5	Do not reach over saw and keep hands away from line of cut. Use both hands on the handle if possible.
6	When finished release trigger and wait for wheel to stop before lifting and removing piece from stage. Note metal may be hot and have potential sharp burs.
	Post Operation

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1	Clean up work area
2	Leave all guards closed
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>	
Completed by and Date:	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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