




Safe Work Practice (SWP)

Name of Task: Oscillating Saw	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations: <ul style="list-style-type: none">• Eye Protection Required• Long or loose hair must be tied back or contained• No loose-fitting clothing• No jewelry, watches, rings, necklaces etc.• Hearing Protective Required• CSA Approved Safety Footwear required	
Hazards: <ul style="list-style-type: none">• Dust/debris irritation• Noise• Cuts, lacerations and amputations• Loose knots or foreign materials in wood	
Required Training	<ul style="list-style-type: none">• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)• Shop safety orientation• Read and understand SWP• For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none">• Inspect required personal protective equipment and replace if required.• Ensure no slip/trip hazards are present in workspaces and walkways.• Make sure guards, if present, are installed and are working properly.• Faulty equipment must not be used. Immediately report suspect machinery.• Locate and ensure you are familiar with the operation of the ON/OFF starter• Disconnect power supply before changing or adjusting blades.• Use lubricants when cutting metals.• Keep all cords clear of cutting area.• Position the saw beside the material before cutting and avoid entering the cut with a moving blade
Prohibited Activities	<ul style="list-style-type: none">• Do not leave this equipment unattended while running.
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Make all adjustments with POWER OFF.
3	Make sure all guards are in place, properly adjusted, and secured.
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, or shoe, 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. Clean and sharp blades operate best.
8	Set the blade to go no further than 0.32 to 0.64 cm (1/8 to 1/4 inch) deeper than the material being cut.

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9	Do not start cutting until the saw reaches its full power.
10	Do not force a saw along or around a curve. Allow the machine to turn with ease.
11	Do not insert a blade into or withdraw a blade from a cut or lead hole while the blade is moving.
12	Do not put down a saw until the motor has stopped.
13	Do not reach under or around the stock being cut.
14	Maintain control of the saw always. Avoid cutting above shoulder height
15	Clean up dust and debris with POWER OFF.
	<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>Housekeeping</p> <ul style="list-style-type: none"> • Ensure equipment is off. • When servicing equipment (ex. changing a blade), power must be disconnected. • Ensure the equipment is safe, clean and tidy before you leave it.
Responsibilities, Completion and Review	
<p><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></p>	
Completed by and Date: Ashley Ritchie, 1/28/2021	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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