




Safe Work Practice (SWP)

Name of Task: Table Saw with Diamond Blade	
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.• Protective Apron Required• CSA Approved Safety Footwear required• Hearing Protection	
Hazards: <ul style="list-style-type: none">• Electricity Contact• Slip/Fall due to Wet floor• Uneven ground surfaces• Flying particles/objects• Contact with Blade• Inhalation of particles• Lifting• Noise exposure• Moving Parts	
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.• Inspect area for hazards such as uneven ground surfaces, overhead hazards.• Inspect blade for broken or worn segments-if the segments are broken or thinner than the blade, inform your instructor (replace it).• Electrical cord for damage or fraying.• Table slides/moves freely forwards and backwards.• Cutting head has tension, moves freely and returns to start position.• Water tray has clean water in it.
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 sure power is OFF.
3	Ensure saw is on even stable ground
4	Plug saw in with dry hands
5	Open the water valve fully, and ensure water is pumping to the saw blade.
6	Turn saw ON

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

7	Place material to be cut on the saw. Ask for assistance lifting the material unto the saw if required. If a small piece is required, cut it off a larger piece to ensure your hand is not near the blade.
8	Keeping the material in front of the blade hold securely and push the table slowly without force towards the blade while moving the cutting blade down.
9	Complete cut returning cutting blade to the starting position.
10	Pull cutting table towards you.
11	Repeat steps 7-10 until cutting is complete, or until water has become slurry like.
12	If the water is slurry like/dirty, shut the power off on the saw and empty the water by removing the plug in the tray. Replace the plug and fill tray with clean water.
	<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. • Place all materials in their proper storage areas. • Ensure the equipment is safe, clean and tidy before you leave it. • Mop up any water on the floor. • At the end of the day, empty water and clean tray.
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: 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.

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