




Safe Work Practice (SWP)

Name of Task: Concrete Saw (Cut Off 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 Protection Required • CSA Approved Waterproof Safety Footwear required • Approved Respirator Required 	
Hazards:	
<ul style="list-style-type: none"> • Flying particles/objects • Contact with Blade • Inhalation of particles • Lifting • Noise exposure • Moving Parts • Fumes • Dust • No Smoking (Flammable Hazard) • Slips and Falls (Slippery due to water) 	
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 saw to ensure all parts are in good condition. • Ensure water source being used is clean
Prohibited Activities	<ul style="list-style-type: none"> • Do not Smoke (Fire Hazard) • Do not leave this equipment unattended while running. • Exceeding allowable dust concentrations • Operating in an unventilated area • Using near an ignition source • Do not refuel while saw is running • Operating without a guard • Binding the saw (Keep the saw at a 90-degree angle to the material being cut)
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Ensure proper layout is done to mark cut lines prior to commencing cutting.
3	Check blade and air filter before use and make all adjustments with engine OFF.

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4	Ensure fuel levels adequate for the job being performed with the engine OFF.
5	Ensure you are in a well-ventilated area and start the saw using the pull cord
6	Hold the saw with 2 hands while using
7	Press the throttle fully before starting a cut and place a clean water source near the blade. Start cutting with the bottom of the cutting wheel
8	After the cut is complete, continue to run the throttle fully for 30 seconds to ensure the water has been thrown from the blade.
	<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, fuels, and water supplies in their proper storage areas. • Ensure the equipment is safe, clean and tidy before you leave it. • Ensure water hazards have proper signage before leaving the work cutting area.
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.

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