



Safe Work Procedure Circular Saw

Department and Program: **Physical Plant Carpenter**
Date First Approved: **October 2018**
Date Updated: **February 2023** Version 2.0 SWP-PP-CAR-003

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so.

Required Training

- Must be trained by experienced competent person

Required Personal Protective Equipment and Devices



CSA Approved Safety Footwear Required



No loose fitting clothing



Eye Protection Required



No jewelry, watches, rings, necklaces etc.



Long or loose hair must be tied back or contained



Hearing Protection Required



Approved Dust Mask Required

Potential Hazards

- Loose knots or foreign materials in wood
- Cuts, lacerations and amputations
- Dust/debris irritation
- Noise
- Projectile work pieces from improper clamping

Pre-Operational Safety Checks

- 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.

Prohibited Activities

- Do not leave this equipment energized unattended
- Cutting irregular stock, branches or wood with embedded nails or screws

Safe Work Procedure

1. Wear appropriate personal protective equipment (PPE).
2. Check the retracting lower blade guard frequently to make certain it works freely.
3. Make all adjustments with power cord unplugged.
4. Set the depth of the blade and lock it at a depth so that the lowest tooth does not extend more than about 3 mm (1/8 inch) beneath the wood.
5. Secure stock being cut to avoid movement.
6. Keep all cords clear of cutting area.
7. Circular saws are designed for right-hand operation; left-handed operation will demand more care to operate safely.
8. Use two hands to operate saws - one on a trigger switch and the other on a front knob handle.
9. Allow the saw to reach full power before starting to cut.
10. Allow it to cut steadily. Do not force it. Do not twist the saw to change, cut or check alignment.
11. Keep motor free from accumulation of dust and chips.
12. Turn saw OFF and let blade come to a rest before removing work piece.
13. Check that the retracting lower blade guard has returned to its starting position before laying down the saw.
14. Clean up dust and debris with POWER OFF.

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

Housekeeping

- Switch off the machine and reset all guards to a fully closed position.
- Leave the machine in a safe, clean and tidy state.
- When servicing equipment (ex. changing a blade), power must be disconnected.
- Ensure area is clean and tidy before you leave.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.3 Hearing Protection
- 16 Machine and Tool Safety

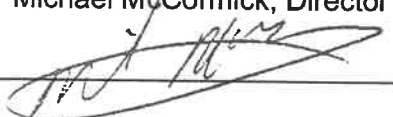
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Procedure Developed By:

Date Revised: 2023/2/1

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____



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