



Safe Work Procedure

Sabre, Jib and Reciprocating Saw

Department and Program: Physical Plant Carpenter

Date First Approved: October 2018

Date Updated: February 2023

Version 2.0 SWP-PP-CAR-009

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 jewelry, watches, rings, necklaces etc.



Eye Protection Required



No loose fitting clothing



Long or loose hair must be tied back or contained



Hearing Protection Required

Potential Hazards

- Entanglement in moving parts
- Noise produced by machine
- Dust/debris irritation
- Loose knots or foreign materials in wood
- Cuts, lacerations and amputations
- Burns
- **Kickback from blade jamming**

Pre-Operational Safety Checks

- Ensure no slip/trip hazards are present in workspaces and walkways.
- Make sure guards are present, installed and working properly.
- Locate and ensure you are familiar with the operation of the ON/OFF switch.
- Disconnect power supply / remove battery, before changing or adjusting blades.
- Ensure insulated gripping surfaces are in working condition.
- Keep cords clear of cutting area.
- Position the saw beside the material before cutting and avoid entering the cut with a moving blade.

Prohibited Activities

- No food or drink
- Do not leave this equipment running unattended

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment.
3. Make all adjustments with power OFF.
4. Make sure all guards are in place, properly adjusted, and secured.
5. Hold reciprocating saw with both hands.
6. Remember sabre saws cut on the up stroke.
7. Secure and support stocks as close as possible to the cutting line to avoid vibration.
8. Keep the case, or shoe, of the saw in firm contact with the stock being cut
9. 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.
10. Do not start cutting until the saw reaches its full power.
11. Do not force a saw along or around a curve. Allow the machine to turn with ease.
12. Do not insert a blade into or withdraw a blade from a cut or lead hole while the blade is moving.
13. Do not put down a saw until the motor has stopped.
14. Do not reach under or around the stock being cut.
15. Maintain control of the saw always. Avoid cutting above shoulder height.
16. Clean up dust and debris with power OFF.

CAUTION: Faulty equipment must not be used. Immediately report suspect machinery.

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 listed below

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY

Housekeeping

- Switch the machine off and reset all guards to a fully closed position.
- Clean up any debris or loose particles.
- Leave machine in a safe, clean and tidy state.
- When servicing equipment (changing a blade, etc.) power must be disconnected.

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
- 16.4, 16.14 & 16.35 Machine and Tool Safety

Date Written: 2017/08/16

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____



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