



Safe Work Procedure Table Saw

Department and Program: Physical Plant Carpenter

Date First Approved: October 2018

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Version 2.0 SWP-PP-CAR-011

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



Eye Protection Required



Long or loose hair must be tied back or contained



Hearing Protection Required



No jewelry, watches, rings, necklaces etc.



No loose fitting clothing



Approved Dust Mask Required

Potential Hazards

- Cuts, lacerations and amputations
- Dust/debris irritation
- Noise
- Loose knots or foreign materials in wood
- Projectile work pieces/tools from improper set up or speed setting
- Musculoskeletal injury from maneuvering long stock

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 switch.
- Disconnect power supply before changing or adjusting blades

Prohibited Activities

- Do not leave this equipment unattended while running
- Do not reach across machine

- Do not let your hands come closer than 10 cm (4 inches) to the operating blade
- Do not cut stock free hand
- Do not let small scrap cuttings accumulate around blade

Safe Work Procedure

1. Open dust chute and turn on dust collector.
2. Wear appropriate personal protective equipment (PPE).
3. Make sure all guards are in place, properly adjusted, and secured.
4. Use a guard high enough to cover the part of the blade rising above the stock and wide enough to cover the blade when it is tilted. Adjust blade height so it does not extend more than about 6 mm (1/4 in) above the height of the piece being cut.
5. Use anti-kickback devices for all ripping or cross cutting operations.
6. Ensure that the fence is locked in position after the desired width has been set, when ripping. Do not use fence during crosscut operations.
7. Ensure that there is adequate support to hold a work piece; use extension tables or roller supports at the side or back for larger pieces. If an assistant is at the back (outfeed) end of the saw, an extension table should be in place so the back edge is about 1.2 m (4ft) from the saw blade. The assistant should wait for the work piece to reach the edge of the extension table and should not reach toward the saw blade.
8. Hold the work piece firmly down on the table and against the fence when pushing the work piece through.
9. Feed work piece into the blade against the direction of its rotation. Move the rip fence out of the way when cross cutting. Never use it as a cut off gauge.
10. Use a push stick when ripping narrow or short stock (e.g., when the fence is set less than about 15 cm (6 in) from the blade; when the piece is less than 30 cm (12 in) long or when the last 30 cm (12 in) of a longer piece is being cut).
11. Keep hands outside of danger zone – 10 cm (4 inches) out from the blade in all directions. Keep your hands on either side of the blade - not in line with the cutting line and the blade.
12. Keep the body and face to one side of the saw blade out of the line of a possible kickback.
13. Turn table saw OFF and let blade come to a rest before removing work piece.
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 listed below

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Ensure the equipment is safe, clean and tidy before you leave it.

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 Machines, Tools and Robots

Date Written: 2017/08/17

Procedure Developed By: Travis Poersch, Brent Cuvelier, Ian Smith

Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____



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