



Safe Work Procedure

Cut Off Saw

Department and Program: Physical Plant Maintenance

Date First Approved: October 2018

Date Reviewed: February 2023 Version 2.0 SWO-PP-GEN-016

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 an 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



Gloves must not be worn when operating this equipment

Potential Hazards

- Flying metal chips (friction cutting)
- Noise
- Musculoskeletal injury from maneuvering long stock
- Hot material
- Moving parts on machine (blade, arm/power feed)
- Oil, coolants for slipping hazards, splash, and inhalation hazards (mist)
- Sharp edges
- Pinch or crush hazards
- Falling material (bar stock and cut offs)
- Lifting heavy objects

Pre-Operational Safety Checks

- Hot work permit may be required
- Ensure that there are no slip or trip hazards in the area (clean work area. No oils, steel chips, or tools)
- Check all moving and nonmoving parts for proper operation
- Check speeds, and feed
- Ensure work piece and tools are properly secured
- Know the safety requirements for the material that you are using (flammable/carcinogenic)
- Match blade to the job
- Long material must be supported and clearly flagged

Prohibited Activities

- Do not hold round material with your hands (can spin and roll over your hands)
- Do not eat or drink near machine
- Do not leave a running machine unattended
- Do not adjust or clean machine while running (chip removal)
- One operator at a time
- Never clean up with compressed air/ brush only
- Do not grind of the side of the cutoff wheels
- Do not repurpose old blades
- Measure sizes only when machine is stopped
- Do not remove or modify/disable safety equipment or features

Safe Work Procedure

1. Inspect required personal protective equipment and replace if required.
2. Ensure surrounding work area is secure and identified as work area . .
3. Put on all required personal protective equipment.
4. After changing abrasive blade, stand off to the side and run for a minute- out of balanced blade, could explode at high rpm.
5. Put on hearing protection if required
6. Inspect work area for safety hazards
7. Use two people to move heavier or bulky pieces.
8. Clean area if required
9. Ensure machine is off
10. Perform pre-operational safety checks to ensure the machine is in safe working condition
11. Inspect blade type (job specific) and condition
12. Set work stop to length needed (if necessary)
13. Lift cutting arm to just over work piece (and lock if required)
14. Use safe lifting procedures for loading parts and materials
15. Slide work against work stop
16. Slide movable vice jaw against work piece and lock (make sure the part is securely clamped)
17. Then lift stop away from material to be cut
18. Start saw blade, turn on coolant if required, set feed, start down feed
19. When cut is completed "if the blade is running" shut off manually, lift saw blade out of material
20. Remove burrs from parts and cut offs
21. Place left over material onto rack using safe lifting procedures

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

- Ensure equipment is off.
- Place all materials in their proper storage areas.
- Place cuttings in proper disposal bins.
- Place dirty wipes in proper fireproof containers.
- Ensure the equipment/work space is safe, clean, and tidy before you leave it.
- Place all materials in their proper storage areas.
- Report any machine faults

**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

Date Written: 2017/08/10

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____



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