



Safe Work Procedure Hole - Saw

Department and Program: Physical Plant Maintenance

Date First Approved: October 2018

Date Reviewed: February 2023

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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



No loose fitting clothing



No jewelry, watches, rings, necklaces etc.



Hearing Protection Required



Approved Dust Mask Required



Long or loose hair must be tied back or contained

Potential Hazards

- Anticipate torque and hole-saw catching
- Cuts, lacerations and amputations
- Dust/debris irritation
- Noise
- Foreign materials in work piece
- Projectile work pieces/tools from improper set up or speed setting
- Burns
- Sparks
- Fumes

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.
- Disconnect power supply before changing or adjusting blades
- Ensure that the material is secured before attempting to use this hole-cutting tool

Prohibited Activities

- Do not leave this equipment unattended while running

Safe Work Procedure

1. Wear appropriate personal protective equipment (PPE).
2. Make all adjustments with POWER OFF.
3. Make sure all guards are in place, properly adjusted, and secured.
4. Mark the center of the hole to be drilled with a center punch.
5. Place the hole-cutting tool onto the material.
6. Align the hole-saw's drill bit with the center punch mark
7. Make sure the drill is in the "forward" position.
8. Unplug the tool from the electrical source.
9. Remove the cutout from the hole-saw.
10. Use a file, if necessary, to remove burrs or scratches
11. 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

- 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 Machine and Tool Safety

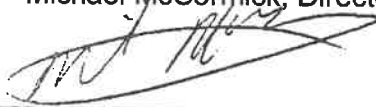
Date Written: 2017/08/14

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____



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