



HORIZON BUILDERS LTD, HORIZON WOODWORK LTD, HORIZON WINDOW & DOOR

Safe Work Procedure

SWP – HBL#002

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| Procedure: Reciprocating Saw Operation | Location: All sites |
| Date created: Sept ember 22/09 | Date of last revision: |
| Written by: Brian Blackmore | Approved by: |

| Hazards Present | Personal Protective Equipment or Devices Required |
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| <ul style="list-style-type: none">➤ Exposed Blade-Cuts, Amputation➤ Electrical Shock➤ Noise➤ Sawdust/Projectiles in Eyes➤ Sawdust Inhaled (possible toxicity)➤ MSI- Multiple Hazards➤ Sharp Edges/Hot Surfaces | <ul style="list-style-type: none">➤ Eye Protection➤ Hearing Protection➤ Safety Footwear➤ Disposable Respirator (N95)➤ Gloves |

Procedure for Safe Work

1. Read and understand the manual that accompanies your reciprocating saw.
2. Don personal protective equipment before beginning the task. Ensure clothing fits appropriately (tight fitting).
3. Inspect work area. Remove tripping hazards, garbage, cutoffs, etc. Ensure footing is stable and adequate physical support is available for out-of-position cuts. Lighting must be adequate.
4. Ensure the saw is unplugged or battery removed. Inspect the following for defects: saw blade, cord, switch, shoe. If defects are identified, tool is to be red tagged and locked out. Notify supervisor for maintenance. Only qualified personnel may perform maintenance.
5. Ensure correct blade is installed for material being cut.
6. Inspect material to be sawn for foreign objects; remove before proceeding.
7. Plug in and start the saw. Check correct tool function.
8. Keep both hands firmly on the tool. Keep hands away from the blade. Only cut off small, manageable pieces; ask for assistance if larger pieces must be cut off.
9. Check for proper clearance behind the workpiece to ensure blade will not strike obstructions.
10. Make sure the blade is not contacting the workpiece as the tool is started.
11. Switch tool off and wait for the blade to come to a complete stop before removing the blade from the workpiece.
12. When finished, unplug the saw from the power source. Clear work area of debris.

Other Precautions

- Be aware of toxic dusts created when sawing treated lumber, particleboards, etc.
- Be aware of fire and explosion hazards created when using abrasive (carbide) cutting blades. Clear the work area of combustibles before starting work.
- Be aware of electrical shock hazards created in damp conditions. Do not operate tool while standing in water.

| Additional Training Requirements | Guidance Documents/Standards/Applicable Legislation/Other |
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| <ul style="list-style-type: none">➤ Lift/Materials Handling Training➤ Body Posture Training | Manitoba WS&H Regulation (217/2006) <ul style="list-style-type: none">➤ 2.1 Safe work procedures |

Report any necessary revisions to the Horizon Builders safety rep as soon as possible.