

Mitre Saw Operations – Safe Work Procedure

Purpose: To provide staff, with a list of procedures to ensure they are protected against potential hazards associated with Mitre Saw Operations.

Hazards: Work involving fine wood dust, wood chips and other combustible materials. Hazards include pinch, crush, inhalation hazard, and struck by flying debris or objects

Work involving wood dust, wood chips and other combustible materials. As well as inhalation hazards due to exposures to fine wood dust inherent in the Wood Working processes.

WARNING: DO NOT use this machine unless you have been trained in its safe use and operation.

Failure to comply could result in severe injury.

General Safety

- Never start work without proper authorization & training.
- **Personal Protective Equipment (PPE):** eye protection, including protective glasses or goggles, hearing protection (when equipment is in use) and long pants. Hearing protection can include earmuffs or ear plugs based on the sound level.
- Tie back and cover hair, no loose clothing and no jewelry should be worn.
- **Do Not** wear gloves when operating a mitre saw.

Before MITRE SAW OPERATIONS

- Make sure all blades are sharp, balanced, tracking correctly and fastened securely.
- Ensure workspaces, table, and walkways are free and clear of clutter and debris.
- Make sure guards are present, installed and working.
- Locate and be aware of the operation of the ON/OFF switch or E-stop.
- Disconnect power supply before changing or adjusting tools and equipment.
- Make sure the guards operate as required.
- Remove all adjusting keys, wrenches and tools used in the setup from the work area.
- Use hold down or push blocks when required.

During MITRE SAW OPERATIONS

- Ensure that work is secure.
- Keep one hand on the trigger switch and handle and use the other hand to hold the stock against the fence.
- Keep hands out of the path of the blade.
- Allow motor to reach full speed before cutting.
- If you need to stop cutting, hold the material firmly and shut down the saw. Wait for the blade to stop moving before removing the piece.
- Only cut one work piece at a time.
- Do not leave machine running while unattended.
- Shut OFF the power supply to the motor and allow rotation to stop before mounting/removing accessories.

After MITRE SAW OPERATIONS have been completed

- Collect all waste/debris and place in appropriate containers.
- Inspect equipment to ensure no damage has occurred, guards and other devices are in good condition and in place. Record any damage as per the Technology Education Safety Manual.
- If equipment is damaged or inoperable follow lockout procedures.

Created: Sept. 2025

Revised: