




## Safe Operating Procedures

SOPs are designed to help employees identify hazards, limitations, PPE, & safety training for specific equipment/tasks.  
Environmental Health and Safety, 216 Browning Hall

	<b>Equipment/ Task Name</b>	Operating a Table Saw
	<b>Departments Impacted</b>	Art & Architecture Department
	<b>Purpose</b>	A table saw or sawbench is a woodworking tool, consisting of a circular saw blade, mounted on an arbor, that is driven by an electric motor (either directly, by belt, or by gears). The blade protrudes through the surface of a table, which provides support for the material, usually wood, being cut.

### General Precautions:

Power to the saw must be off until all of the blade, fence, and feeder adjustments have been completed and the saw is ready to be operated.

TASK	HAZARDS	CONTROLS
<b>1. Position feeder out of the way for blade and fence adjustments.</b>	<ul style="list-style-type: none"> <li>Injury from blade while not in operation.</li> <li>Possible accidental starting.</li> </ul>	<ul style="list-style-type: none"> <li>Be aware of the switch and blade at all times.</li> <li>Don't move the feeder with your hands under it.</li> </ul>
	Muscle strain.	Don't reach too far over the table saw to move the feeder.
<b>2. Adjust fence.</b>	Pinching/cutting fingers from fence adjustment.	<ul style="list-style-type: none"> <li>Don't lift the fence during adjustment.</li> <li>Keep fingers out of moving parts.</li> </ul>
<b>3. Verify blade-to-fence distance with a measuring tape.</b>	Cutting the hand on the blade.	Keep fingers away from the blade.
<b>4. Adjust height and angle of blade.</b>	Projectiles from blade contacting the table while saw is running	Verify blade clearance prior to starting the saw.
	Back strain while turning the adjustment wheels.	Squat down (do not bend at the waist) to adjust the blade height while you are at eye level with the table.
	Cutting fingers or hand while saw in operation.	Properly adjust the blade height (recommended 1/8" above the stock).
<b>5. Return the feed to its position above the blade and adjust the height.</b>	Injury from the blade.	Don't move the feeder with your hands under it.
	Muscle strain.	Don't reach too far over the table to move the feeder.
<b>6. Turn on the blower.</b>	None foreseen.	
<b>7. Start the saw.</b>	Projectiles for rotating blade.	Visually verify that there is no wood or other debris around the blade or in the path of the stock.



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8. Start the cut.	Projectiles from the rotating blade.	<ul style="list-style-type: none"> <li>• Visually verify there is no wood or other debris around the blade or path of the stock.</li> <li>• Check the stock for cracks.</li> <li>• Check the stock for nails or other fasteners and remove any that are present.</li> </ul>			
	Stock kick-back	<ul style="list-style-type: none"> <li>• Verify that the fence is parallel to the blade.</li> <li>• Verify that the feeder has enough downward force to stop kickback.</li> <li>• Don't watch the blade from the side of the saw.</li> </ul>			
	Eye injury.	<ul style="list-style-type: none"> <li>• Wear safety glasses/goggles.</li> </ul>			
	Hearing damage.	<ul style="list-style-type: none"> <li>• Wear earplugs or earmuffs.</li> </ul>			
9. Finish the cut.	Kickback from both sides of the blade.	<ul style="list-style-type: none"> <li>• Move to the back of the saw and slide the scrap away from the blade.</li> <li>• Remove the finished piece after the blade has stopped.</li> </ul>			
10. Turn off the saw, the feeder, and the blower.	None foreseen.				
<b>Required Training:</b>		<b>Required Personal Protective Equipment (PPE)</b>			
1. Operator must receive supervised training on the saw before operating the saw independently.		1. Hearing protection. 2. Eye protection.			
<b>SOP ID</b>	<b>A004</b>	<b>Related Documents</b>	<a href="#">Art Shop Manual</a>	<b>Creation/Revision Date</b>	<b>9/2018</b>

Suggestions, questions, or comments? Please contact EH&S