



**UNC**  
ENVIRONMENT,  
HEALTH & SAFETY

# Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

## JOB SAFETY ANALYSIS TOPIC:

Operating a Portable Tile Saw



Title	Work Task	Hazards	Controls
Preplan the work	Gather proper tools  Gather Proper PPE for the job and inspect it (safety glasses and safety shoes)  Dress properly	Improper tools  Improper PPE inspection/selection  Loose clothes, jewelry or long hair can be caught in moving parts.	Using improper tools or parts can lead to lead to injury  Improper PPE use and inspection can lead to unnecessary hazards created by wrong PPE or faulty PPE.  Do not wear loose clothing or jewelry. Keep your hair, clothing and gloves away from moving parts.
Before the job	Don necessary PPE  Fill water basin with water to the proper water level mark.  Check for misalignment or damage to the saw, binding of moving	Improper Donning Eye Contact with debris Lacerations Hand Injury Excessive dust Hand Injury Electrical shock	Ensure all PPE is on correctly and passed inspection <b>Fill water and replace when it is low to ensure constant levels</b> <b>DO NOT</b> use and <b>TAG OUT</b> saw if it is misaligned, the grounding plug is missing, or the cord is damaged.

	<p>parts, function of guards, grounding plug and cord.</p> <p>Ensure switch is in the off position before plugging in</p> <p>Secure and inspect workpiece</p> <p>Ensure work area is clean and well lit</p> <p>Check blade to ensure it is sharp and clean</p> <p>Select proper blade for application (i.e., metal, wood, etc.)</p>	<p>Injury from accidental starting</p> <p>Injury from loss of control of workpiece or from flying objects</p> <p>Injury from items interfering with saw operation. Injury from unseen hazards.</p> <p>Injury from binding or loss of control during use</p> <p>Injury from using improper blade for application</p>	<p>Check switch position before plugging in saw</p> <p>Secure workpiece with clamps or other appropriate manner. Ensure there are no nails or foreign objects in workpiece.</p> <p>Remove clutter and provide proper lighting prior to job. Ensure there is no debris between the workpiece and the table or fence.</p> <p>Replace blades that are dull. Clean dirty blades.</p> <p>Refer to operator manual or manufacturer for correct blade selection</p>
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<p>Using the saw</p>	<p>Be sure to only use the easy grip handle when handling saw</p> <p>Keep proper footing and balance</p> <p>Adjusting tool or workpiece</p> <p>General cutting</p>	<p>Loss of control of the power tool</p> <p>Tripping/Falling</p> <p>Injury from contact with moving parts</p> <p>Injury from accidental startup</p> <p>Injury from using improper cutting method.</p>	<p>Maintain firm grip on handle</p> <p>Do not overreach</p> <p>Do not adjust until the saw has come to a complete stop.</p> <p>Unplug from power supply before adjusting.</p> <p>Keep hands and fingers out of the “no hands zone” area marked on the saw table.</p>
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		Hand injury	Bring the saw blade down to the workpiece to see the cutting path of the blade. Squeeze trigger switch to start saw. Lower blade into workpiece with a firm downward motion. Release trigger when cut is complete. Keep the cut off piece free to move sideways after it is cut off.
Storage and Clean up	Properly cleanup work area.	Slips/trips/falls	Remove tools and dispose of debris.
	Make sure the saw is clean and properly stored.	Improper Storage of Equipment/PPE	Clean dust and debris from tool with damp cloth. Only use mild soap to clean. Store the saw in designated area.
<b>Training</b>	Employees must have hands on training in the proper use of this tool.	Supervisor is to fill out the 'Supervisor Led Training Form' and turn in the form to UNC-CH Environment, Health and Safety for documentation of proper training	
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<b>Contact Info</b>	For more information about this JSA and other JSAs, contact: <i>UNC-CH Department of Environment, Health and Safety</i> 1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650 (919) 962-5507 ☎ <a href="http://ehs.unc.edu">http://ehs.unc.edu</a>		 