



**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 Table 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.

<p>Before the job</p>	<p>Don necessary PPE</p> <p>Check for misalignment or damage to the saw, binding of moving 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>Improper Donning Eye Contact with debris Lacerations Hand Injury</p> <p>Hand Injury Electrical shock</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>Ensure all PPE is on correctly and passed inspection</p> <p><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> <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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Using the saw	Be sure to only use the easy grip handle when handling saw	Loss of control of the power tool	Maintain firm grip on handle
	Keep proper footing and balance	Tripping/Falling	Do not overreach
	Adjusting tool or workpiece	Injury from contact with moving parts Injury from accidental startup	Do not adjust until the saw has come to a complete stop. Unplug from power supply before adjusting. Keep hands and fingers out of the “no hands zone” area marked on the saw table.
	General cutting	Injury from using improper cutting method. 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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