



UNC
ENVIRONMENT,
HEALTH & SAFETY

Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

JOB SAFETY ANALYSIS TOPIC:

Operating a Reciprocating Saw





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

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| | Ensure switch is in the off position before plugging in | Injury from accidental starting | Check switch position before plugging in saw |
| | Secure workpiece | Injury from loss of control of workpiece | Secure workpiece with clamps or other appropriate manner |
| | Ensure work area is clean and well lit | Injury from items interfering with saw operation. Injury from unseen hazards. | Remove clutter and provide proper lighting prior to job |
| | Check blade to ensure it is sharp and clean | Injury from binding or loss of control during use | Replace blades that are dull. Clean dirty blades. |
| | Select proper blade for application (i.e., metal, wood, scroll cutting, etc.) | Injury from using improper blade for application | Refer to operator manual or manufacturer for correct blade selection |

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| Using the saw | | | |
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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 lay the saw down until it has come to a complete stop. Unplug from power supply before adjusting. |

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| | General cutting | Injury from using improper cutting method Injury from excessive vibration | Line the blade up with your cutting line. Grasp handle firmly and pull the trigger. Guide tool along cutting line. For metals, begin cutting at a slow speed, gradually increasing speed. If metal cannot be cut from the edge, drill a hole larger than the widest part of the blade. Always hold the shoe (blade guard) flat against the workpiece to prevent vibration |
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| Storage and Clean up | Properly cleanup work area. Make sure the saw is clean and properly stored. | Slips/trips/falls Improper Storage of Equipment/PPE | Remove tools and dispose of debris. Clean dust and debris from tool with damp cloth. Only use mild soap to clean. Store the saw in the equipment cabinet or hang up in designated area. |
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| Training | 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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| Created By | Kim Haley, Industrial Hygienist 3/21/19 | | |
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| Contact Info | 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 ☎ http://ehs.unc.edu | |   |