**Standard Operating Procedure for Table Saw in [Department/Shop/Maker Space]**

***Instructions****: Update this template with details specific to table saw use in your department/shop/maker space.*

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| **TOPIC** | **PROCEDURES** |
| **1. Process** | Cut wood by either ripping (with the grain) or cross cutting (against the grain). |
| **2. Equipment** | Table saw [add specifics]. |
| **3. Personal Protective Equipment (PPE)** | Safety glasses, hearing protection, plus any other PPE that may be required based on the [**Shop PPE Hazard Assessment**](https://www.ehs.washington.edu/resource/shop-personal-protective-equipment-ppe-hazard-assessment-guide-1334)**.** |
| **4. Environmental /**  **Ventilation controls** | Ensure equipment is secure so it doesn’t move when in use. A dust collection system should be attached in the cutting area or to the blade guard. |
| **5. Required training or approval** | * Review and observe [general safety practices](https://www.ehs.washington.edu/system/files/resources/staying-safe-shops-poster.pdf) outlined in the Machine Shop Equipment Safety Guidelines. * Refer to the manufacturer’s operating manual for all operating procedures. |
| **6. Inspection requirements before use** | * If using a fence, make sure the fence is parallel to the blade. * Make sure the blade is at the angle desired, check with a square, while machine is properly locked out. Blade should be at 90 degrees from horizontal for square cuts. * Ensure blade guard is in good condition and anti-kickback pawls are in place prior to turning on the machine. * Before starting the table saw, ensure the saw height is set properly to just above the stock and the blade is locked in place. * After turning on the saw make sure the emergency stop button works. * Ensure all body parts, clothing, hair, jewelry and other objects are clear of the work area and other moving parts before starting the machine and engaging its moving parts. * Check the area to be sure people are alert and wearing PPE. * Ensure all work holders, clamps and vices are tightened enough to hold the stock while working. |
| **7. Safe operating procedures or precautions** | * Always use steady force and avoid too much pressure on the material to be cut. Push steadily into the blade to prevent kick back and binding of the material between the saw blade and the fence. Always use a push stick when ripping and the fence when cross cutting material. Use the miter gage when cross cutting materials. Never cut wood free hand. * Stand to the side, never directly behind the blade, to prevent being hit by material kicked back out of the saw blade. * Never use a fence and a miter gauge at the same time. That is a potential binding and kickback situation. * Do not stop the rotation of the blade or any rotating or moving machinery parts by hand. * Do not leave tools, or excess pieces of stock on the saw table. Clear table before turning saw on. * All belts and pulleys must be guarded. If frayed belts or pulleys are observed, the saw must be taken out of service and the belts or pulleys replaced. * Stop the machine immediately if odd noise or excessive vibration occurs. * Use the proper saw blade for the material being cut. Consult the manufacturer’s recommendations or discuss with the Shop Safety Coordinator. Use sharp saw blades and replace when necessary. Dull blades with chipped or broken teeth must be removed from service. * Disconnect the table saw from power source and follow lock out/tag out procedures or manufacturer’s instructions for making repairs or servicing. |
| **8. Waste cleanup** | Avoid saw dust build up and clean as you go to prevent a potential dust explosion. Check the dust collection system and make sure it is properly maintained and sawdust is removed frequently. |
| **9. Emergency response and accident reporting** | In case of fire, dial 9-1-1.  Report any accidents, injuries, or near miss events using [UW’s Online Accident Reporting System (OARS) at](https://oars.ehs.washington.edu/)oars.ehs.washington.edu. |

**Name**:       **Title**:

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: