

Safe Work Procedure

Table Saw Safety

Program/Services Facilities, Trades, Fine Arts, Maintenance, Warehouse, and other TRU departments where table saws are used		Document ID RSS 18.33.4	Department: Risk and Safety Services
Personal Protective Equipment or Devices Used CSA-approved safety glasses Hearing protection where noise may exceed 85 dB CSA-approved protective footwear	Training Requirements Equipment-specific safety orientation Hands-on operational training Verification of understanding documented	Applicable Documents Manufacturer operating manual Safety Data Sheets (SDS), where applicable	Creation Date: 03 APR 2014
			Effective Date: 21 OCT 2026
			Next Review: OCTOBER 2027
			Revision no.: 4 Reviewer: Safety Technician

HAZARD IDENTIFICATION — VISUAL SUMMARY

CONTACT WITH MOVING BLADE	CUTS / PUNCTURES	FLYING PARTICLES	HIGH SOUND LEVELS	ENTANGLEMENT HAZARD (CLOTHING/HAIR)
				
Apply lockout procedures before performing maintenance or working within 30 cm (12 inches) of exposed pinch points. Never place hands, feet, or any body part near moving gears or pinch points.	Avoid direct hand contact with sharp edges or cut materials when equipment is not operating.	Wear CSA-approved safety glasses or a face shield. Use guards or barriers when needed during grinding or cutting. Particles, sparks, slag, or debris ejected during work activities that may strike the eyes, face, or body and cause injury.	Wear hearing protection when noise may exceed 85 dB. Ensure hearing protection fits properly before starting work.	Wear close-fitting clothing. Keep clear of rotating or moving components. Tie back or contain long hair.

PURPOSE

To define minimum safety requirements for the operation of table saws at TRU in order to reduce the risk of injury from cutting, entanglement, kickback, and related hazards, and to ensure compliance with applicable WorkSafeBC Occupational Health and Safety Regulation requirements.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Safety glasses worn at all times during operation
- Hearing protection when required by posted signage or noise exposure assessment
- Protective footwear worn in all shop or equipment areas
- Gloves must not be worn during cutting operations
- Hand protection may be used for material handling when the equipment is powered off and isolated.

PRE-USE REQUIREMENTS

- Inspect guards, splitter/riving knife, fence, and blade before use
- Verify blade is sharp, secure, and appropriate for material
- Ensure emergency stop is functional
- Confirm work area is clear of obstructions and bystanders
- Remove defective equipment from service and report to supervisor

OPERATING RULES

- Operate only if trained and authorized
- Maintain body positioning clear of blade line of fire
- Use push sticks, push blocks, or auxiliary devices where required
- Do not perform free-hand cutting
- Do not bypass or remove guards except where permitted for specific tasks and immediately reinstalled afterward

SAFETY RULES

- Power must be isolated and locked out in accordance with TRU lockout procedures before blade changes, adjustments, cleaning, or maintenance
- Verification that the saw cannot start shall be completed before hands are placed near the blade or moving components.
- Never reach over or behind a moving blade
- Allow blade to stop completely before adjustments
- Do not operate while distracted or fatigued

HOUSEKEEPING

- Keep floors clean and free of off-cuts and debris
- Remove dust accumulation that may create slip or fire hazards

- Store push sticks and accessories in designated locations

HAZARD CONTROLS — DETAILED TABLE

Hazard	Control Measure
Contact with Moving Blade	Keep hands clear of blade; use push devices; isolate power before servicing.
Cuts / Punctures	Maintain sharp blades; avoid direct hand contact; control feed pressure.
Flying Particles	Wear safety glasses; ensure blade guard is in place.
High Sound Levels	Wear hearing protection when noise exceeds 85 dB.
Entanglement	Wear close-fitting clothing; tie back long hair; remove jewelry.
Equipment Defect	Perform pre-use checks; remove damaged equipment from service.
Slips / Trips	Maintain clean floors; remove off-cuts promptly.
Working Alone	High-risk cutting tasks must follow TRU Working Alone requirements.
Kickback	Maintain fence alignment, use riving knife/splitter, support material, avoid freehand cutting, stand clear of line of fire
Wood Dust	Use local exhaust ventilation where provided. Maintain dust collection systems. Avoid accumulation of combustible dust.

Hazards associated with table saw operation are controlled using the hierarchy of controls, prioritizing engineering and administrative controls before reliance on PPE.

RECORDS/VERIFICATION OF UNDERSTANDING

- Training records and verification of understanding must be maintained by the responsible supervisor or department
- Records must be available to Risk and Safety Services upon request

WORKING ALONE

Students are not permitted to work alone in shop or laboratory environments. Employees conducting work in isolation must comply with TRU Working Alone procedures and any departmental requirements.

ANNUAL REVIEW

Risk and Safety Services (RSS) will complete a review of this Safe Work Procedure annually to ensure it remains current and effective. The Joint Occupational Health and Safety Committee (JOHSC) may be consulted during this review.

A review will also occur if:

- Regulatory requirements change.
- The procedure is reported to be ineffective.
- An incident occurs involving operation.

APPLICABLE OCCUPATIONAL HEALTH AND SAFETY REGULATION (OHSR)

SWP Section	Requirement Met	WorkSafeBC Regulation Reference
Training Requirements	Instruction and supervision	OHSR 3.23, 3.24
Safeguarding Requirement	Guarding of moving parts	OHSR 12.2
Identifying Unsafe Equipment	Identification and control of machine hazards	OHSR 12.10
Eye and Face Protection	Eye protection	OHSR 8.14
Hearing Protection	Hearing Protection and Warning Signs	OHSR 7.7
When Lockout Required	Energy isolation during maintenance	OHSR 10.3
Housekeeping	Clean and safe work areas	OHSR 4.39
Hazard Identification	Identification and control of machine hazards	OHSR 4.13

SUMMARY OF CHANGES

Rev#	Date	Change	Issued By
1	03 APR 2014	NEW	OHS Officer
2	25 APR 2019	Review, Revisions and New Format	Safety Officer
3	26 SEP 2024	RSS update	Safety Advisor
4	08 APR 2026	Full rewrite to align with TRU SWP template; hazards standardized to Master Hazard List; controls condensed; student language removed; OHSR references verified.	Safety Technician
4	21 OCT 2026	Review prior to QR coding, minor updates to formatting and text	Safety Technician