



## Tools & Machines – Saws – Table



**All employees and students must receive documented training before operating any type of saw. Woodworking is DANGEROUS. It is important that safe and proper operating procedures are understood and followed.**

Using the machine with respect and caution will considerably lessen the possibility of personal injury. If normal safety precautions are overlooked or ignored, severe injury may result. Always exercise caution, if a procedure feels dangerous or you do not understand the task and equipment interface, get advice from your instructor or supervisor.

### General Safety Guidelines

1. Wear the proper personal protective equipment:
  - a. Safety glasses, goggles, and, when necessary, a face shield. Note: the use of a face shield by itself does not qualify as wearing appropriate eye protection.
  - b. Hearing protection devices when power tools and woodworking machines are in use even if you are not the operator.
  - c. Appropriate shop attire when using hand and power tools including full-length pants (or equivalent) and closed-toe shoes.
  - d. Tight-fitting work gloves only for handling materials. Never wear gloves while working with power tools.
  - e. Consult with the EH&S Department and refer to the UC PPE Policy for more information.
2. Leave your rings, watches, necklaces, other jewelry, and loose clothing in your locker or bag.
3. Restrain long hair to keep it away from machinery, tools, and points of operation.
4. Keep your work area clean; cluttered areas and benches increase the risk of accidents.
5. Inspect the saw prior to each use.
6. Keep guards in place and in working order.
7. Never use a faulty saw. Lock it out and apply a lockout tag to the saw, and then report the faulty saw to your supervisor or instructor.
8. Make sure switch is in “off” position before plugging in power cord.
9. Remove adjusting keys and wrenches from the table saw before turning it “on.”
10. Turn the switch to “off,” disconnect the power cord, and apply a lockout device and tag to the power cord before servicing the saw or when changing accessories, such as blades, bits, etc.
11. Keep others at a safe distance from your work area and stay a safe distance from other work areas.

**WARNING:** The dust generated by certain woods and wood products may be injurious to your health.

Always operate machinery in well-ventilated areas and provide for proper dust removal.

Use local exhaust ventilation when it is available.

Use appropriate PPE as instructed by the shop supervisor and EH&S.

12. Never engage in conversations with others while operating the saw. Concentrate on your work.
13. Never use excessive force, a table saw will cut cleaner and be safer at the rate for which it was designed.
14. Ensure large pieces are supported.
15. Never make free-hand cuts; use the rip fence or miter gauge.
16. Keep your hands away from the blade. Use a push stick to cut small pieces of stock (6 inches or less in width). Use a stop block to crosscut short lengths.
17. Never leave the saw running unattended. Turn the power off. Never leave until the blade comes to a complete stop.
18. Never operate the saw while under the influence of drugs, alcohol, or any medication.
19. Never stand on a table saw.
20. Keep saws in good condition. Keep them sharp and clean for optimal performance. Follow manufacturer instructions for lubricating and changing accessories. Check damaged parts, alignment of moving parts, binding of moving parts, breakage of parts, mounting, and any other conditions that may affect its operation and report the damage to your supervisor or instructor.

*Talk to your supervisor if you have any questions about this information.*