



Safe Operating Procedures

SOPs are designed to help employees identify hazards, limitations, PPE, & safety training for specific equipment/tasks. Environmental Health and Safety, 414 J.M. Smith Hall

	Equipment/ Task Name	Metal Chop Saw
	Departments Impacted	Art & Architecture Department
	Purpose	The function of the chop saw is to cut metal tubing, extrusions, and angels at various lengths and angles. Proper Use: the metal chop saw is equipped with a replaceable abrasive type cutting wheel or disc. The table of the chop saw is equipped with a clamping fixture, moveable to various angles, to allow for holding the material to be cut in position.
TASK	HAZARDS	CONTROLS
1. Inspect work area.	Slip, trip and fall hazards.	Keep floor area clean of scrap material, metal dust, power cords, etc.
2. Inspect metal chop saw.	Entanglement and laceration hazards.	Unplug or turn off saw when making adjustments.
	Pinching hazards.	<ul style="list-style-type: none"> Replace dull blades because they create pinching hazards. Make sure all safety guards and covers are in place. Never use the saw without safety guards and covers.
	Electric shock hazard.	Check the electrical cord on the saw to make sure the cord is not frayed or cracked.
3. Prepare for use.	Entanglement hazard.	<ul style="list-style-type: none"> Remove all jewelry, tie back long hair, and refrain from wear loose clothing.
	Machine damage and bodily injury.	<ul style="list-style-type: none"> Make sure saw is stable on a flat surface. Use the appropriate cutting disc for the material being cut. Make sure cutting wheel is installed properly. The cutting wheel should not wobble at all. Ensure cutting wheel is rotating in the correct direction. Ensure all knobs are tightened. Ensure the chop saw is free of debris.
4. Line up cut.	Injury and kickback hazards.	<ul style="list-style-type: none"> Do not put your hand near the trigger of the saw to avoid accidental starting. Rest metal flat on surface.
	Pinch point hazards.	Keep fingers and hands away from pinch points.
5. Lock material in place.	Projectile hazard.	<ul style="list-style-type: none"> Move adjustable vice to account for the thickness of material and tighten vice. Support long length material at both ends to prevent injury while cutting.



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6. Operating the saw.	Eye injury hazard.	Wear safety glasses or face shield.	
	Inhalation hazard.	<ul style="list-style-type: none"> • Wear dust mask. • Turn on the dust collection system if available. 	
	Laceration hazard.	Keep fingers and hands away from blade.	
	Kickback hazard.	<ul style="list-style-type: none"> • Locate work piece on saw. Ensure that it is placed firmly against the back fence of the saw. • Be sure that any clamping of the work piece is on the same side of the cut to minimize kickback. • Let the cutting wheel reach full speed before attempting the cut. 	
7. Raise cutting wheel away from material.	Laceration and burn hazard.	<ul style="list-style-type: none"> • Allow wheel to come to a complete stop before releasing the handle and carrying out completion tasks. • Do not touch blade after cutting. • Avoid accidental starting by keeping hands away from the trigger. 	
8. Clean the work area and saw.	Eye injury hazard.	Wear safety glasses or face shield to eliminate eye injury hazards while using a brush to clean away debris.	
	Laceration hazard.	Lock the saw in the down position to prevent laceration hazard.	
	Slip, trip, and fall hazard.	Sweep work area and place all materials back in storage area.	
Required Training:		Required Personal Protective Equipment (PPE)	
1. Metal chop saw training.		1. Safety glasses or face shield 2. Dust mask	
SOP ID	A011	Related Documents Art Shop Manual	Creation/Revision Date 11/2018

Suggestions, questions, or comments? Please contact EH&S