



## 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

	<b>Equipment/ Task Name</b>	Operating a Wet Tile Saw
	<b>Departments Impacted</b>	Art & Architecture Department
	<b>Purpose</b>	Wet tile saws are used to cut ceramic, stone, cement, and some glass-based materials and objects. Water is used in the process to cool and lubricate the blade and workpiece, and also to minimize dust. These types of saws can range from small portable units used by homeowners for tile cutting, through large fixed machines for industrial materials cutting and shaping.
<b>TASK</b>	<b>HAZARDS</b>	<b>CONTROLS</b>
<b>1. Inspect work area.</b>	Slip, trip, and fall hazard.	Make sure the floor of the work area is free from any obstructions and trip hazards.
	Projectile hazards.	Evaluate the work piece material type to see if it is appropriate to use on the saw.
	Wheel shatter hazard.	Inspect the saw blade to make sure it is in good condition.
	Electric shock hazard.	Visually inspect the cord to make sure it is in good condition.
<b>2. Prior to use.</b>	Electrocution.	<ul style="list-style-type: none"> <li>• Connect saw to a Ground Fault Circuit Interrupter (GFCI) outlet.</li> <li>• Do not use extension cords without a grounding wire.</li> <li>• Drape the electrical cord down so that it dips below the level of the electrical outlet.</li> </ul>
	Laceration hazard.	<ul style="list-style-type: none"> <li>• Wear cut resistant gloves to minimize laceration hazards.</li> <li>• Make sure the saw is turned off to prevent accidental start.</li> <li>• Inspect saw to make sure guard is attached.</li> <li>• Adjust and set cutting angle(s) for work piece while saw is turned off.</li> <li>• Inspect the back fence to ensure that it is securely attached to the tray or table.</li> </ul>
<b>3. Cutting tile.</b>	Noise hazard.	Properly wear hearing protection (ear muffs or plugs) when making cuts.
	Kick back hazard.	<ul style="list-style-type: none"> <li>• Ensure blade is sharp.</li> <li>• Do not force cut.</li> <li>• Allow the saw to reach full power before starting the cut.</li> <li>• Wear appropriate safety glasses and face shield.</li> </ul>



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		<ul style="list-style-type: none"> <li>• Ensure that if stops and clamps are used together that they are both on the same side of the cutting wheel cut so that the potential for jamming and kickback are minimized.</li> </ul>			
	Pinch point/entanglement hazard.	<ul style="list-style-type: none"> <li>• Do not wear bagging clothing when operating a wet saw.</li> <li>• Remove jewelry prior to operating the wet saw.</li> <li>• Pull hair back and secure.</li> </ul>			
	Flying objects/projectile hazards.	<ul style="list-style-type: none"> <li>• Ensure that the water attachment is working properly to eliminate flying sparks generated from the cutting action.</li> <li>• Look at the tile while cutting to make sure pieces do not become disengaged and flung across the room.</li> <li>• Wear appropriate eye protection.</li> </ul>			
	Burn hazard.	<ul style="list-style-type: none"> <li>• Water reservoir should be properly filled and turned on to minimize burn hazards.</li> </ul>			
<b>4. Completing the cut.</b>	Flying objects/projectile hazards.	Allow cutting wheel to come to a complete stop before releasing the handle.			
	Hand injury/entanglement hazards.	Make sure the wheel has completely stopped before retrieving the tile.			
	Slip hazards.	Turn off the water cooling/lubrication system to prevent spillage.			
<b>5. Cleanup work area.</b>	Laceration hazards.	Allow the wheel to come to a complete stop before cleaning up the saw and water pan for the next user.			
	Slip and trip hazards.	<ul style="list-style-type: none"> <li>• Clean up spills immediately.</li> <li>• Sweep floor to remove debris and dust.</li> <li>• Remove any obstruction located on the floor.</li> </ul>			
<b>Required Training:</b>		<b>Required Personal Protective Equipment (PPE)</b>			
1. Operating a wet tile saw.		<ol style="list-style-type: none"> <li>1. Safety glasses and face shield (if appropriate)</li> <li>2. Dust mask (if necessary)</li> <li>3. Cut resistant gloves</li> <li>4. Hearing protection</li> </ol>			
<b>SOP ID</b>	<b>A014</b>	<b>Related Documents</b>	<a href="#">Art Shop Manual</a>	<b>Creation/Revision Date</b>	<b>11/2018</b>

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