**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 angles 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.  

<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARDS</th>
<th>CONTROLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Inspect work area.</td>
<td>Slip, trip and fall hazards.</td>
<td>Keep floor area clean of scrap material, metal dust, power cords, etc.</td>
</tr>
</tbody>
</table>
| 2. Inspect metal chop saw. | Entanglement and laceration hazards. | Unplug or turn off saw when making adjustments.  

**Pinching hazards.**  
- 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. | Remove all jewelry, tie back long hair, and refrain from wear loose clothing.  

**Machine damage and bodily injury.**  
- 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. | Do not put your hand near the trigger of the saw to avoid accidental starting.  

**Pinch point hazards.**  
Keep fingers and hands away from pinch points. |
| 5. Lock material in place. | Projectile hazard. | 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. |
<table>
<thead>
<tr>
<th>Safe Operating Procedures</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SOPs are designed to help employees identify hazards, limitations, PPE, &amp; safety training for specific equipment/tasks.</td>
<td></td>
</tr>
<tr>
<td>Environmental Health and Safety, 414 J.M. Smith Hall</td>
<td></td>
</tr>
</tbody>
</table>

### 6. Operating the saw.

<table>
<thead>
<tr>
<th>Eye injury hazard.</th>
<th>Wear safety glasses or face shield.</th>
</tr>
</thead>
</table>
| Inhalation hazard. | - Wear dust mask.  
- Turn on the dust collection system if available. |
| Laceration hazard. | Keep fingers and hands away from blade. |
| Kickback hazard. | - 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. | 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.

<table>
<thead>
<tr>
<th>Eye injury hazard.</th>
<th>Wear safety glasses or face shield to eliminate eye injury hazards while using a brush to clean away debris.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laceration hazard.</td>
<td>Lock the saw in the down position to prevent laceration hazard.</td>
</tr>
<tr>
<td>Slip, trip, and fall hazard.</td>
<td>Sweep work area and place all materials back in storage area.</td>
</tr>
</tbody>
</table>

**Required Training:**

<table>
<thead>
<tr>
<th>Required Personal Protective Equipment (PPE)</th>
</tr>
</thead>
</table>
| 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