

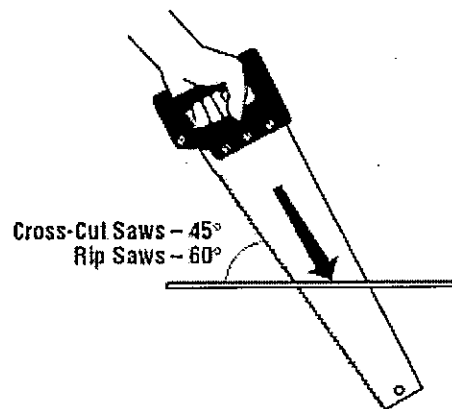
Standard Operation Procedures (SOP)

Hand Saw for Venture University Staff ONLY (not Junior Councilors or Campers)

General Hand Saw Procedure

Saws are made in various shapes and sizes and for many uses. Use the correct saw for the job.

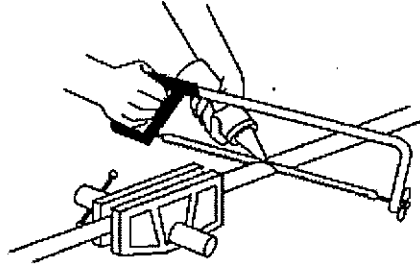
- Wear safety glasses or a face shield.
- Select a saw of proper shape and size for stock being used.
- Choose a saw handle that keeps wrist in a natural position in the horizontal plane.
- Choose saw with a handle opening of at least 12 cm (5 in.) long and 6 cm (2.5 in.) wide and slanted at a 15° angle.
- Check the stock being cut for nails, knots, and other objects that may damage or buckle saw.
- Start the cut by placing your hand beside the cut mark with your thumb upright and pressing against blade. Start cut carefully and slowly to prevent blade from jumping. Pull upward until blade bites. Start with partial cut, then set saw at proper angle.



- Apply pressure on down stroke only.
- Hold stock being cut firmly in place.
- Use a helper, a supporting bench or vise to support long stock if required.
- Keep teeth and blades properly set.
- Protect teeth of saw when not in use.
- Keep saw blades clean.

Hacksaw Procedure

- Select correct blade for material being cut.
- Secure blade with the teeth pointing forward.
- Keep blade rigid, and frame properly aligned.
- Cut using strong, steady strokes, directed away from yourself.
- Use entire length of blade in each cutting stroke.



- Use light machine oil on the blade to keep it from overheating and breaking. Cut harder materials more slowly than soft materials.
- Clamp thin, flat pieces requiring edge cutting.
- Keep saw blades clean and lightly oiled.

General

Before sawing make sure the object you are cutting is properly secured using clamps so your hands are not near the saw blade when you are cutting.

Prior to sawing check to ensure the area is free from hazards and no one is standing behind you or too close to you. You need plenty of space to saw without catching another person or object. If others are helping, ensure they are following the proper safety procedures and effective communication is maintained.

I am attesting to the fact that I have read over, understand, and accept the operating procedures, and safety guidelines outlined in this SOP for a Hand Saw.

Name (please print): Elysa Jellema
Signed: [Signature] Date: May 25th, 2010

Name (please print): Ben Sadlowski
Signed: [Signature] Date: May 25th 2010

Name (please print): Emily Bat
Signed: [Signature] Date: May 25th/10

Name (please print): Jen Cant
Signed: [Signature] Date: May 25/10

Name (please print): Kristin Lee Kim
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Name (please print): Nigro Floresca
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Name (please print): Gabriele Bouchard
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Name (please print): Scott Banks
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Name (please print): Matt Vogelzang
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Name (please print): Arpit Brandari
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Name (please print): Rachel Lay
Signed: [Signature] Date: May 25/10

Name (please print): Deanna Socha
Signed: [Signature] Date: May 25/10

I am attesting to the fact that I have read over, understand, and accept the operating procedures, and safety guidelines outlined in this SOP for a Hand Saw.

Name (please print): Brittany Robertson
Signed: B Robertson

Date: May 25/10

Name (please print): Shane Arnold
Signed: Shane Arnold

Date: 25/05/10

Name (please print): George Williams
Signed: George Williams

Date: 25/05/10

Name (please print): Joel Cooper
Signed: Joel Cooper

Date: 25/5/10

Name (please print): GRAHAM DERSNAH
Signed: Graham Dersnah

Date: May 25/10