

78th Street Heritage Farm Volunteer Participation Policy and Agreement(s) for WSU Extension Clark County Master Gardeners

This document is for any Master Gardener volunteering in the fields or greenhouses of the 78th Street Heritage Farm property. This material is supplementary to statewide policies about volunteering as a Master Gardener, which include standards that a volunteer will:

- Not consume alcohol, use marijuana, tobacco (including vapor products), or illegal substances while representing WSU Extension.
- Dress in an appropriate and professional manner. This includes always wearing one's name badge when serving as a WSU volunteer and wearing task-appropriate clothing. For Heritage Farm, that means gardening work clothes, gloves, and protective, closed-toed shoes for activity on the Farm.
- Follow common sense and safety rules and procedures to avoid accidents and to help identify and correct hazardous conditions, including procedures to prevent (1) slips, trips, and falls; (2) improper lifting; and (3) cuts, abrasions, and other types of wounds.

INSTRUCTIONS FOR THIS DOCUMENT

All volunteers at Heritage Farm please read page 6, indicate you have read and agree to follow these policies, and provide your emergency contact information on the online MG Heritage Farm Volunteer Agreement. When you submit your online form, you acknowledge that you have read and agree to follow the policies and requirements that apply to the volunteer work you are doing at Heritage Farm.

Additionally, read and acknowledge the section(s) that apply to you as follows:

- If you are volunteering in the Master Gardener Foundation's Greenhouse Complex, please read the Greenhouse Complex section on pages 7 to 8 and indicate you have read and agree to follow these policies on the online MG Heritage Farm Volunteer Agreement.
- If you are volunteering in the organic field, small fruits team fields, etc. please read the General Farm Grounds Section on page 9 and indicate you have read and agree to follow these policies on the online MG Heritage Farm Volunteer Agreement.
- If you are working on a project involving the use of ladders, sharp or heavy hand tools (i.e., pick axes or spades) or power tools, please read the Addendum beginning

on pages 10 to 17 and indicate you have read and agree to follow these policies on the online MG Heritage Farm Volunteer Agreement. Note that each acknowledgement references pages of this policy document that you acknowledge you have read and understood.

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I. ALL VOLUNTEERS AT HERITAGE FARM

Read this section; at the end of this section on page 6, sign and date Acknowledgement #1 and provide your emergency contact information.

1. Code of Conduct

- All volunteers will be respectful of and courteous to other volunteers and farm users.
- Stay home if ill: Individuals showing symptoms of illness (e.g., coughing, fever, nausea) must not come to the greenhouse, attend meetings, or work closely with others.
- No dangerous or unsafe actions will be tolerated.
- All volunteers will treat the facilities, their contents and surrounding areas, and all supplies and materials with respect. This includes returning any used items to their proper place or disposing of materials or debris in the proper manner. Many items are shared among multiple groups.
- Heritage Farm is a working farm, and safety is primary for everyone. None of the farm equipment may be used without prior approval from the Farm Manager.

2. General Safety Rules

- Work with others when possible: Volunteers should work in pairs or groups, or at least have a check-in system, so someone is aware of their presence and whereabouts in case of an emergency.
- Report all incidents: Any injuries, no matter how minor, or unsafe conditions should be reported to the Master Gardener program coordinator (564-397-5738/ Erika.d.johnson@wsu.edu) within 24 hours of the occurrence. Reports should include the date, time, how, when, and where, along with the names and contact information of the injured person and the person reporting.
 - Copies of an incident report form are in the desk in Greenhouse #10
- In a **medical emergency, call 911**. Do NOT transport others in your vehicle.

3. Personal Protective Equipment (PPE)

Volunteers must wear appropriate attire and always use job-specific PPE to minimize risk.

- **Footwear: Closed-toe shoes with slip-resistant soles** are mandatory to prevent falls on wet surfaces. Avoid open-toed shoes or sandals.

- **Hand Protection:** Wear appropriate gloves to protect hands from cuts, skin irritations from soil/plants, chemicals, and infections.
- **Eye Protection:** Safety glasses or goggles must be worn when working with chemicals, pruning, or using machinery that might create flying particles.
- **Helmet Protection:** When there is a risk of falling from a height, the potential for falling objects and debris, impacts from equipment, awkward working positions, and/or slip, trip, and fall hazards, the volunteer will protect his or her head with a Type II-OSHA approved head protection with chin straps.

4. Hazard Management

- Slips, Trips, and Falls:
 - Keep aisles and walkways clear of hoses, tools, pots, and other clutter.
 - Walk slowly and steadily on wet or slick surfaces.
 - Report and address spills immediately.
- Chemical Safety:
 - Always read and follow product labels and Safety Data Sheets (SDS) for mixing, application, and first-aid procedures.
 - Use appropriate PPE as specified on the label.
- Electrical Hazards:
 - Do not use damaged electrical cords or equipment.
 - Avoid using electrical equipment on wet floors or near water sources.
 - Report any issues with outlets or equipment immediately to the MG Program Coordinator ([564-397-5738](tel:564-397-5738)/Erika.d.johnson@wsu.edu). She will alert the Farm facilities managers.
- Ergonomics and Physical Strain:
 - Use proper lifting techniques and use carts or get help with heavy loads.
 - Take frequent breaks, stretch, and rotate tasks to avoid repetitive strain injuries and overexertion.
 - Don't do anything you don't feel comfortable doing or underlying medical conditions prevent you from doing. Ask for help when needed.
- Environmental/Health Hazards:
 - Stay hydrated with drinking water (not from hoses or sinks) and take breaks in cool areas to avoid heat stress. Feel free to bring snacks.
 - Be aware of personal allergies to specific plants and potential insect hazards (e.g., bees, wasps).

5. Emergency Procedures

- **Know Locations:** Be familiar with the location of the nearest fire extinguisher, first aid kit, eyewash station. The physical address of this facility is posted by the first aid kit. This is critical if emergency medical response must be called.
- **Emergency Contacts:** Team Leaders will keep a list of emergency contact numbers (911 for life-threatening issues, and the coordinator/supervisor's number for other incidents) readily available and posted in visible areas.
- **Evacuation Plan:** All volunteers will be trained in the designated safe area or exit route in case of a fire or severe weather.

ACKNOWLEDGEMENT #1: ALL VOLUNTEERS

Emergency Contact Information and Policy Acknowledgement for All Volunteers

By submitting the online Volunteer Agreement Form I acknowledge that I have read and understand the Policies that apply to all Master Gardener volunteers on Heritage Farm Property as described on pages 3-6.

If a volunteer violates any of these policies, their Team Leader will privately discuss the matter with them to resolve it. If the matter is not resolved to the team leader's satisfaction, the team leader and volunteer will meet as soon as possible with the designated Site/Project Manager and MG program coordinator in a further attempt to resolve the issue.

If, after attempting to resolve the issue, the volunteer continues to violate the policy or expresses an unwillingness to abide by the rules, he or she may no longer be permitted to serve at Heritage Farm and/or in the Greenhouse Complex

78th Street Heritage Farm Volunteer Agreement for Master Gardeners

[Online submission of this form is considered acknowledgement and agreement to follow these policies.](#)

II. GREENHOUSE COMPLEX SECTION

For Master Gardeners working in or around any of the greenhouses.

1. Documentation

- **Annual safety review:** All volunteers must review safety procedures each year and sign that they have read and understand these policies.

2. Volunteering

- Volunteers must sign in and sign out each time they volunteer at the greenhouse complex.
- On occasion, there may be free/surplus plants or items available. Don't assume that due to quantity or size (i.e., too small) something is free. Team Leaders will notify volunteers if there are items available and in what quantities per person.

3. Personal Safety

- Think before you lift. Find a partner or ask a stronger person to help if something is too heavy for you to lift comfortably.
- Use carts or wheelbarrows for moving heavy items.
- Use ladders or stepstools properly. See information on page 12
- First aid kit is located on the desk in GH #10 for minor injuries. There is eye wash solution in the first aid kit as well as an eye washing station located on the north side of the Tool Shop.

4. Facility and Personnel Safety

- **In case of fire, leave the building immediately. Call 911.** Ensure gate is open for emergency personnel. Notify a Team Leader or one of the plant sale managers as soon as possible.
- Be aware of fire and gas safety precautions.
 - Keep both greenhouse doors on either side accessible.
 - Fire extinguishers are located in the following areas. Use extinguisher ONLY if fire is contained or small.
 - GH #10: inside west end of building, next door
 - GH #7: outside east end of building
 - Storage Shed: inside at the west end of building, next to the door
 - Tool Shop: north side of building
 - Tractor Shed: northeast and northwest inside corners
 - All fire extinguishers are ABC type, suitable for paper/wood, flammable liquids, and electrical fires.
 - Maps of fire extinguisher locations are posted in each greenhouse.

- In case of a **gas leak or other gas related concern**, everyone should be evacuated to a safe distance. **Call 911**. Ensure gate is open for emergency personnel. Notify a team leader or one of the plant sale managers as soon as possible.
- Candlesticks are placed on the north side of the main volunteer parking lot to designate a fire lane between car parking and buildings on the north side of the property. Please park south of the candlesticks to ensure there is a fire lane available for emergency response.
- Use of pesticides or fertilizers applied to potted plants
 - **No pesticide or fertilizer should be applied without the approval of the Team Leader.**
 - Follow instructions on the labels.
 - Use of any pesticides for treating insects, plant disease, or weeds, including organic options, should be done **during off hours when no one else is in the greenhouse**. It's preferable to apply pesticides when no one will be working in the greenhouse for at least 16 hours.
 - Ensure that all chemicals stored in the shed are placed together with the pesticides, which are facing out on a central end-cap.
 - Do not bring any unauthorized chemicals from home.
- Inform a Team Leader or one of the plant sale managers if you have any safety concerns.

5. Tool and Equipment Use

The use of power tools and electrical equipment is to be done only on projects that have been approved in advance for Master Gardener Volunteers by the Master Gardener Program Coordinator, and approval from the Team Leader.

- **Electricity:** Heritage Farm is a historic site with older electrical and other services. Extension cords may be used but should be inspected for cracks, frays, cuts, or exposed wires and to check that plugs and prongs are intact and not bent.
- Volunteers will know their task and what equipment might be involved.
- **Volunteers will review the safety expectations for specialty equipment** such as table saws, ladders, sharp hand tools, and heavy hand tools and if using such tools will read the Addendum and complete Acknowledgement #4.

ACKNOWLEDGEMENT #2: GREENHOUSE COMPLEX VOLUNTEERS

Volunteer acknowledges that they read and understand pages 7 and 8 and have completed and submitted [the online form](#)

III. GENERAL FARM GROUNDS SECTION

Non-Greenhouse Complex: for Master Gardeners who serve on the small fruit team, organic field (including cut flowers) or any other farm-based project.

1. Volunteering

- By volunteering in any one of the Heritage Farm fields or outdoor projects, you agree to the procedures above regarding code of conduct, personal safety, use of PPE, hazard avoidance, and emergency preparedness.
- You will have emergency contact information available for the Team Leader.
- Team Leaders will maintain records of incidents reported and safety inspections conducted.

2. Personal Safety

- **Prevent injury:** Dress appropriately for the task and the weather.
- **Reduce back injury risk:** Be thoughtful and careful about what you lift.
- **Review:** Periodically review the general safety procedures.

3. Tool and Equipment Use

The use of power Tools and electrical equipment is to be done only on projects that have been approved in advance for Master Gardener Volunteers by the Master Gardener Program Coordinator, and approval from the Team Leader.

- **Electricity:** Heritage Farm is a historic site with older electrical and other services. Extension cords may be used but should be inspected for cracks, frays, cuts, or exposed wires and to check that plugs and prongs are intact and not bent.
- Volunteers will know their task and what equipment might be involved.
- **Volunteers will review the safety expectations for specialty equipment** such as table saws, ladders, sharp hand tools, and heavy hand tools and if using such tools will read the Addendum at page 11 and complete Acknowledgement #4.

4. Emergency

- Review the general emergency procedures for all Master Gardener volunteers, under 5. Emergency Procedures on page 3.
- Know who to call in an emergency: 911, Program Coordinator, and volunteer's contact.

ACKNOWLEDGEMENT #3: FARM GROUNDS VOLUNTEERS

Volunteer acknowledges that they read and understand page 9 and have completed and submitted [the online form](#)

Addendum to Master Gardener Volunteer Participation Policy

SPECIAL CONSIDERATIONS FOR USE OF LADDERS, LARGE HAND AND POWER TOOLS

To achieve the necessary level of safety, WSU Master Gardener volunteers must be familiar with safety rules and procedures for the tools and equipment they are using and aware of the potential hazards of the activity they are participating in.

Volunteers are expected to follow safe work practices and organization policies for preventing accidents and injuries. A volunteer should review the work requested and if needed, identify activities that have the potential to cause accidents, injuries, or disease exposure. If any risks are found, notify the team lead before proceeding.

If a volunteer and/or team lead identifies any accident or injury risks, they should then establish what further is needed: written or verbal instructions, training, demonstrations, modification of activities, or use of personal protective equipment (i.e., gloves, eye protection, helmets)—that will prevent or eliminate the identified risks and the likelihood of injuries. The MG Program Coordinator will make final determinations if no agreement can be reached by a volunteer and the team lead.

If an injury occurs, the team lead, or if absent, other volunteers, must be prepared to provide an appropriate emergency response to the type and extent of injury. This includes determining the severity of the injury, implementing the proper emergency response, informing the individual's emergency contact about the injury, and immediately reporting the injury to program staff.

ACKNOWLEDGEMENT #4: TOOL USE AND PPE CONSIDERATIONS

Volunteer acknowledges that they read and understand pages 7 and 8 and have completed and submitted [the online form](#)

Volunteer acknowledges that they read and understand the volunteer responsibilities Special Considerations described below pertaining to the specific tool they will be using and about personal protective equipment (PPE) by submitting the [online form](#).

Or

Volunteer acknowledges that they agree not to use a power tool unless they have previous experience with said tool and have approval by the Project lead to use said tool on the current project and have acknowledged their agreement by submitting the [online form](#).

SPECIAL CONSIDERATIONS

The following sections outline special considerations for three tool types: **ladders, large sharp or heavy hand tools, and power tools.**

Section IV.A: Ladders

Be sure to use the right ladder for the job. Three common ladder types include:

- A-frame (self-supporting, opens into an 'A' shape, ideal for general household tasks, with a platform for tools)
- Extension ladder (non-self-supporting, adjustable in length, used for reaching high walls or roofs)
- Orchard ladders (tripod-based with a wide, stable base and a telescoping back leg, specifically designed to sit securely on soft or sloped ground for tree work).

General Preparation and Inspection

- **Inspect the Ladder:** Before each use, visually inspect the ladder for any damage, including loose rungs, cracked side rails, missing feet, or structural issues. Do not use a damaged ladder.
- **Use the Right Type:** Only use ladders that are clean, dry, and appropriate for the job and the user's weight. The ladder should also be rated for the load it will carry (user weight plus tools and materials).
- **Assess the Work Area:** Ensure the ground is stable, dry, and level. Keep the area around the base and top of the ladder clear of debris and trip hazards.

Safe Setup and Use

- **Establish a Stable Base:** Fully open stepladders and lock the spreaders.
- **Maintain the Proper Angle (Extension Ladders):** Position extension ladders using the 4-to-1 rule: for every four feet of ladder height, the base should be one foot away from the wall.
- **Ascend and Descend Safely:** Always face the ladder when climbing up or down. Maintain three points of contact (two hands and one foot, or two feet and one hand) at all times.
- **Keep Your Center of Gravity Balanced:** Stay in the center of the ladder between the side rails. Never lean too far to one side or overreach. If you cannot reach something safely, climb down and move the ladder.

- **Limit Height:** Never stand on the top rung or the paint shelf of a stepladder. On an extension ladder, ensure at least three feet extend above the roofline or work surface.
- **Avoid Electrical Hazards:** Be aware of power lines. Keep metal ladders away from all electrical hazards.

Ladder Use Program Rules

- **Work with a Buddy:** When possible, have another volunteer nearby to help stabilize the ladder and help in case of an emergency.
- **No Heavy Lifting on the Ladder:** Use a rope or hoist to raise materials and tools once you are in position, rather than carrying heavy or bulky items while climbing.

Section IV.B: Large Sharp or Heavy Hand Tools

IV.B.i: Sharp Hand Tools (shovels, spades, pick axes, etc.)

Personal Protective Equipment (PPE)

- **Footwear:** Wear sturdy, closed-toe shoes or work boots with good traction. No sandals or open-toe shoes.
- **Gloves:** Always wear appropriate, well-fitting work gloves to prevent blisters, cuts, and improve grip.
- **Eye Protection:** Safety glasses or goggles are recommended, especially when striking hard ground, rock, or chopping roots, which can cause debris to fly.
- **Clothing:** Dress in appropriate work clothing that allows for a full range of motion without being overly loose or baggy, which could get caught on tools or debris.

Pre-Operation Checks

- **Inspect Tools:** Before use, check tools for damage, such as cracks in wooden handles, loose heads, or dull blades. Damaged tools should be reported to a supervisor and removed from service immediately.
- **Understand the Task:** Ensure you understand the task at hand and the correct technique for the specific tool you are using (e.g., proper stance for a pickaxe vs. a shovel).
- **Clear the Area:** Ensure a clear swing path, free of people, overhead obstacles (like power lines or tree limbs), and tripping hazards. A safe distance of at least 10 feet from others is recommended when actively using a swinging tool like a pickaxe.

Proper Tool Usage and Body Mechanics

- **Maintain a Stable Stance:** Keep your feet shoulder-width apart for balance and control.

- **Lift with Legs, Not Your Back:** When shoveling soil or debris, bend your knees and use your leg muscles to lift, keeping your back straight to prevent strain. Do not twist your back while lifting a loaded shovel.
- **Let the Tool Do the Work:** Use the weight and design of the tool (e.g., the momentum of a pickaxe) rather than relying purely on muscle force, which reduces fatigue and risk of injury.
- **Do not Jump with Both Feet on Spades:** Keep one foot on the ground to steady yourself while using the other foot to apply pressure on the kick plate.
- **Stop if Fatigued:** Take regular breaks. Fatigue increases the risk of accidents.

Tool Storage and Transportation

- **Carry Safely:** Keep the sharp/pointed end down and forward, hold near the head with your arm down, use a tool wrap or carry bag for group transport, and secure them in vehicles to prevent movement, always being aware of your surroundings and other people
- **Never Leave Tools Unattended:** Do not leave tools lying flat on the ground where they pose a tripping hazard. If you must step away, stand them upright (if possible and secure) or place them in a designated, visible area.
- **Proper Storage:** At the end of the work session, clean tools and store them in the designated safe and secure location, ensuring sharp edges are covered if applicable.

3.b.ii: Heavy Hand Tools (stake pounders)

Personal Protective Equipment (PPE)

- **Head Protection:** Always wear a properly fitting hard hat to protect against possible bouncing of the tool onto your person.
- **Eye Protection:** Always wear safety glasses or goggles to protect against debris.
- **Hand Protection:** Wear sturdy work gloves to improve grip and prevent blisters, cuts, or abrasions.
- **Foot Protection:** Wear closed-toe, heavy-duty shoes or boots with good traction to protect feet and maintain balance.

Pre-Operation Checks and Procedures

- **Inspect Equipment:** Before use, ensure the pounder is free from cracks, deformities, or sharp burrs that could cause injury or equipment failure.
- **Clear the Area:** Ensure the work area around the stake is clear of people, trip hazards, and overhead obstructions such as tree branches or power lines.
- **Secure the Stake:** The stake must be firmly positioned and stable in the ground before pounding begins to prevent it from kicking out.

Operation Guidelines

- **Maintain Balance and Stance:** Use a wide, stable stance with feet shoulder-width apart to maintain balance and minimize the risk of falls.
- **Proper Grip:** Hold the pounder firmly with both hands, using an overhand grip for maximum control and force.
- **Controlled Strikes:** Use deliberate, controlled, vertical strikes. Avoid over-swinging or striking the stake at an angle.
- **Minimize Pinch Points:** Be aware of the pinch point where the pounder meets the top of the stake. Always keep hands and fingers clear of this area.
- **Communicate:** If working near others, communicate clearly before beginning to pound the stake to ensure everyone is aware of the activity and maintains a safe distance.
- **Take Breaks:** Pounding stakes is physically demanding. Take regular breaks to avoid fatigue, which can lead to accidents.

Section IV.C: Power Tools

IV.C.i.: Limits to volunteer use of power tools

The use of power tools by volunteers is generally limited to greenhouse complex maintenance and construction projects. Volunteers will only use power tools on projects where the Program coordinator has been informed of and has approved of their use by volunteers. Volunteers should not use power tools unless:

- The Project lead has given you permission to use the tool
- You are familiar with and have previous experience with the tool
- You have reviewed safety guidelines for using the tool
- You are wearing personal protective equipment

Specific circumstances where respiratory protection (PPE) is essential include:

- **Cutting manufactured woods** such as MDF (medium-density fiberboard) or plywood, which contain glues, resins, and chemicals that create particularly hazardous fine dust and fumes.
- **Working in enclosed spaces** or areas with poor ventilation where dust can accumulate and linger for hours.
- **Sawing certain species of wood**, especially known sensitizers or carcinogens like Western Red Cedar, oak, mahogany, or beech.

- If you **do not have an effective local exhaust ventilation** (LEV) or dust collection system that captures dust at the source. Even with good dust collection, a dust mask offers an extra layer of protection.
- Any activity that **produces a significant, visible cloud of fine dust** (e.g., certain cuts or using a power sander nearby).
- During **workshop cleanup, such as dry sweeping**, which stirs up settled fine dust back into the air.

Safety Guidelines for Power Tools

There are many online resources with safety guidelines for power tools, see links below in Section IV.D. . Specific instructions for the use of Table and Chop/Miter saws are provided here.

IV.C.ii: Table Saws

When using a table saw always wear eye and ear protection, and a dust mask. Avoid loose clothing and gloves, use push sticks for narrow cuts, keep the blade guard and riving knife/splitter in place, ensure the blade is sharp and set to the correct height (just above material), and maintain a safe stance not in line with the blade to prevent kickback. Never reach over the blade or make adjustments while the saw is running; turn it off and wait for the blade to stop completely.

Dust Masks

A dust mask should ideally be used every time a table saw is operated, as any cutting activity produces fine, harmful dust that can cause serious long-term respiratory issues. While the amount of dust produced can vary, the most dangerous, microscopic particles often remain airborne and are invisible to the naked eye.

Before You Start

- **Read the Manual:** Understand your specific saw's features and safety mechanisms.
- **Inspect Equipment:** Check the blade for damage and ensure all guards (blade guard, riving knife/splitter) are in place and working.
- **Prepare the Material:** Remove nails/staples, ensure the wood isn't warped, and check the fence is parallel to the blade to prevent binding.
- **Set Up:** Set blade height to 1/8" above the material, keep the area clean, and ensure good lighting.

During Operation

- **Stance & Feed:** Stand to the side (not directly behind the blade) for better control and to avoid kickback, feed the wood at a constant speed.
- **Use Accessories:** Always use a push stick or push block for narrow rips and a stop block for crosscuts.

- **Keep Hands Clear:** Keep fingers at least 30mm (about 1 inch) away from the blade's cutting path; never reach over the blade.
- **Don't Force It:** Let the saw do the work; don't push hard.
- **Support Large Pieces:** Have someone help support large workpieces ("tailing off") to prevent binding.

After the Cut & Shutdown

- **Wait for Stop:** Let the blade come to a complete stop before removing the workpiece or scrap.
- **No Adjustments:** Never adjust the saw or clear scraps with power on.
- **Clean Up:** Keep the saw and surrounding area free of sawdust and debris.

IV.C.iii.: Chop saws, Miter saws

Miter saw safety involves wearing PPE (glasses, hearing protection), keeping guards in place, securing workpieces with clamps, maintaining a safe distance (6+ inches) from the blade, ensuring the blade is sharp and correctly installed, letting the blade stop completely after cuts, and avoiding loose clothing/jewelry to prevent entanglement. Always unplug the saw for adjustments and never force the cut or stand directly in the blade's path to prevent dangerous kickbacks.

Personal Protective Equipment (PPE)

- **Eyes:** Safety glasses or goggles are mandatory; a face shield adds protection.
- **Ears:** Hearing protection is essential due to high noise levels.
- **Clothing:** No loose clothing, jewelry, or gloves; secure long hair.
- **Feet:** Wear protective footwear.

Pre-Use & Setup

- **Inspect:** Check the saw, cord, blade, and guards for damage; unplug for inspection.
- **Mount:** Securely clamp the saw to a stable workbench.
- **Blade:** Ensure the blade is sharp, clean, correct size, and installed with teeth pointing in the direction of rotation (check saw markings).
- **Manual:** Read the operator's manual.

Operating Procedures

- **Hand Placement:** Keep hands at least 6 inches from the blade path; use one hand for the trigger and the other to hold the stock against the fence.
- **Workpiece:** Clamp small pieces; support long stock; hold material firmly against the fence and table; never cut warped wood or freehand.
- **Cutting:** Let the motor reach full speed before cutting; feed slowly; don't force the blade; stand to the side of the cut line to avoid kickback.

- **Post-Cut:** Release the trigger and wait for the blade to stop *completely* before raising it or removing scraps.
- **Adjustments:** Unplug the saw to make any adjustments to blades or guards.

Critical Safety Rules

- **No Gloves:** Gloves can get caught in the blade.
- **No Kickback Prevention:** Always wait for the blade to stop before lifting; don't cut small pieces where your hand is too close.
- **No Ferrous Metals:** Don't cut metal or masonry on a wood miter saw.

IV.D: Links to some Power Tool Safety information provided by OSHA

Hand and Power Tools

<https://www.osha.gov/sites/default/files/publications/osha3080.pdf>

Saws

<https://www.osha.gov/etools/machine-guarding/saws>