WESTERN School Division
Morden, Manitoba
"Rooted In Caring; Committed to Learning"

Job Hazard Analysis

Analysis by:
Reviewed by: **Approved by:**

Department: Applied Technology
Date: October, 2025

Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/ Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
Transporting/Lifting Material to workstation or tool	Laceration, strain, slip, trip, fall, foot injury	L	Get assistance, wear gloves, wear proper foot wear, use mechanical lift		
Stacking wood rack	Laceration, strain, slip, trip, fall, foot injury, crushing	L	Get assistance, wear gloves, wear proper foot wear, use safety chain		
Removing wood from wood rack	Laceration, strain, slip, trip, fall, foot injury, crushing	L	Get assistance, wear gloves, wear proper foot wear, use safety chain		
Router Hand Held Table Mounted					
Changing Cutters	Hand/finger laceration or amputation Eye injury Bodily Injury	M	Make sure router is unplugged	Safety Glasses	
Cutting with Bearing	Hand/finger laceration or amputation Eye injury Bodily Injury Hearing loss	H	Check condition of cutter Keep hands clear of cutter edges Work must be secured Check cutting direction Do not force cutter into material Cut against rotation of cutter Adjust depth of cut	Safety Glasses Hearing Protection	

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Cutting without a Bearing	Hand/finger laceration or amputation Eye injury Bodily Injury Hearing loss	H	Check condition of cutter Keep hands clear of cutter edges Work must be secured Check cutting direction Do not force cutter into material Secure straight edge or guide fence Cut against rotation of cutter Adjust depth of cut	Safety Glasses Hearing Protection	
Biscuit Jointer, Pocket Hole Cutter					
Changing	Hand/finger laceration or amputation Eye injury Bodily Injury	M	Make sure tool is unplugged		
Machining	Hand/finger laceration or amputation Eye injury Bodily Injury	H	Make sure work is secure Wear personal safety protection Keeps hand clear of sanding surface Do not force belt into material Sand pieces larger then belt sander Secure small pieces to be sanded	Safety Glasses Dust Mask	
Jig Saw/ Scroll Saw					

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Changing blade	Hand/finger laceration or amputation Eye injury Bodily Injury	M	Make sure tool is unplugged		
Straight Cutting	Hand/finger laceration or amputation Eye injury Bodily Injury Hearing loss	H	Check condition of blade Keep hands clear of cutter edges Secure work Do not force blade	Safety Glasses Hearing Protection	
Curved Cutting	Hand/finger laceration or amputation Eye injury Bodily Injury Hearing loss	H	Check condition of blade Keep hands clear of cutter edges Secure work Do not force blade Cutting radius should be less then 3 times the diameter blade	Safety Glasses Hearing Protection	
Skill / Circular Saw Slide Compound Saw					
Changing blade	Hand/finger laceration or amputation Eye injury Bodily Injury	M	Make sure tool is unplugged Keep hand clear of sharp edges		

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Cutting	Hand/finger laceration or amputation Eye injury Bodily Injury Hearing loss	H	Check condition of blade Keep hands clear of cutter edges Secure work Use a straight edge when ever possible Do not force material into blade	Safety Glasses Hearing Protection	
Spindle Sander Random Orbit Sander					
Changing abrasive belt	Hand/finger laceration or amputation Eye injury Bodily Injury	M	Make sure tool is unplugged Keep hand clear of sharp edges		
Sanding	Hand/finger laceration or amputation Eye injury Bodily Injury	H	Check condition of sanding belt for rips or tears Keep hands clear of abrasive belt Adjust table Do not force material into machine Clean dust from table		
Thickness Planer Jointer Thickness Sander Portable Jointer, Edge Trimmer					

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	Hand/finger laceration or amputation Eye injury	H	Hold the material firmly against the table and fence Never joint end grain or round material Use push-sticks Hands should never cross the blade Keep your hands a minimum of 10 cm from the cutting head All stock to be surfaced must be at least 20 cm in length Do not lower the bed while the motor is running Do not look into throat of the thickness planer	Safety glasses Hearing Protection	
Lathe					

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Lathe Turning Spindle Lathe Face Plate Turning	Hand/finger laceration or amputation Eye injury Bodily Injury	M - H	Clear work area/surfaces of unused tools/material Clean up coolant oil on floor regularly Use mechanical lifting device Stop operation of lathe to retrieve any part-of work piece Do not wear loose clothing or jewelry. Do not wear gloves when required to handle work piece near drill/reamer tool. Push machine stop button and wait for lathe to stop before removing scrap material/chips Work to be parted off should always be held in a chuck or collet and never between centers in the lathe Stop operation of lathe to perform any measurement and/or alignment Never leave lathe unattended while in operation.	Safety Eyewear, Safety Footwear, Face Shield,	
Air Nailer					

Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/ Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
Air Nailer	Hand/finger laceration Eye injury Bodily Injury Hearing loss	M - H	Always assume that the tool contains fastens Do not point the tool toward yourself or anyone else. Do not activate the tool unless it is placed firmly against the work piece. Do not carry the tool with a finger. Do not load an activated tool	Safety Glasses Hearing Protection	
Table Saw					
Inspect circular saw	Bodily injury such as cuts, lacerations, dismemberment	Medium	a) Replace saw blades that are cracked or dull. Keep saw blade clean b) Do not operate circular saw unless adequately guarded c) Replace/repair guards as necessary		
Install/replace saw blade	Bodily injury such as cuts, lacerations, dismemberment	Medium	a) Disconnect circular saw from its power source and ensure motor switch is off b) Install a saw blade that is the correct size and RPM rating. Ensure saw blade direction is correct. c) Use correct tool for installing/adjusting saw blade. d) Wear recommended gloves when handling saw blade.	Gloves, Goggles, Safety glasses	

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Transport work piece to circular saw	a) laceration/slivers b) Strain/sprain c) Slip/trip/fall d) Foot injury	Medium	a) Wear recommended gloves when handling work piece. Remove rough edges and slivers by sanding b) Use mechanical lifting device or get assistance from co-worker c) Clean/clear work area/surfaces of unused tools/materials. Removed dust/debris regularly d) Wear recommended footwear	Gloves, Proper footwear, Back support	
Set up work piece	Bodily injury such as slivers, cuts, lacerations, dismemberment	Low	a) Provide adequate support to the sides of the circular saw for long work pieces b) Inspect work piece for nails or other foreign materials before materials before cutting/ripping		
Start up circular saw	Bodily injury such as slivers, cuts, lacerations, dismemberment	Medium	a) Do not have work piece in contact with saw blade before pushing start button b) Ensure no hair, loose clothing or jewelry is near point of operation c) Check that keys/wenches used adjusting/installing saw blade are removed from circular saw before pushing start button	Face Shield	

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Cut work piece	a) Hand/finger laceration / amputation b) Eye injury/irritation c) Inhalation of dust/debris d) Bodily injury e) Hearing loss	High	a) Keep hands/fingers at a safe distance and out of the line of the cut path of the saw blade. Keep focused on task at hand and do not get distracted. Wear recommended gloves. b) Use safety eyewear and/or face shield c) Use local exhaust ventilation and/or wear recommended respiratory protection d) Tie hair back. Do not wear loose clothing or jewelry while operating circular saw e) Wear recommended hearing protection f) Lower saw blade slowly into work piece. Do not apply too much pressure against work piece with saw blade. g) Push machine stop blade and wait for saw blade to stop before freeing work piece from stalled saw blade h) Avoid performing "free hand" sawing operations. Work piece should be held firmly in place. Keep body/face to one side of the line of the saw blade.	Face shield, Dust mask, Gloves, Hearing protection	

Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/ Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
			Ensure saw guards are working properly.		
Measurement and/or alignment of work piece and/or saw blade	Hand/finger laceration/amputation from contact with saw blade	Medium	Push machine stop button and wait for saw blade to stop before making any adjustments or changes in set up. Leave saw turned off until measuring is complete.		
Conclude cutting	a) Hand/finger laceration / amputation from removing sawdust and/or cutting near saw blade b) Hand/finger laceration/slivers from cut edges of work piece c) Leaving circular saw power on	High	a) Push machine stop button and wait for saw blade to stop before removing sawdust and/or cuttings. Use a stick or brush to remove sawdust/cuttings b) Wear recommended gloves when handling work piece. Rough cut edges and slivers should be removed by sanding c) Do not leave circular saw running unattended. Push machine stop button after each use.	Gloves	
Belt Sander					

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Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/ Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
Inspect Belt Sander	a) Bodily injury and/or damage to work piece from breakage/failure of abrasive belt b) Bodily injury from defective / inadequate/missing guards	Low	a) Replace abrasive belts that are worn, frayed or excessively worn in spots b) Do not operate belt sander unless adequately guarded. Replace/repair guards as necessary		

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Install/replace abrasive belt	a) Accidental start-up of belt sander b) Bodily injury and/or damage to abrasive belt due to incorrect installation c) Hand/finger contusion due to tool slippage from installing/adjusting abrasive belt d) Hand/finger abrasion from handling abrasive belt	Low	a) Disconnect belt sander from its power source and ensure motor switch is off b) Install an abrasive belt that is the same width as the pulley-drum. Adjust abrasive belt running the same speed as the pulley-drum c) Use correct tool for installing/adjusting abrasive belt. Wear recommended gloves d) Wear recommended gloves when handling abrasive belt	Gloves	

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Adjust work rest	a) Incorrect spacing between work rest and abrasive belt causing bodily injury and/or damage to work piece b) Hand/finger contusion due to tool slippage from adjusting work rest	Low	a) Work rest spacing should be calculated to <1/8th (0.125) inches from the face of abrasive belt. Ensure work rest is secured to support work piece b) Use correct tool for adjusting work rest. Wear recommended gloves	Gloves	
Transport work piece to belt sander	a) Hand/finger laceration from edges of work piece b) Strain/sprain from heavy and/or awkward work piece c) Slip/trip/fall in area around belt sander d) Foot injury from dropping work piece	Low	a) Wear recommended gloves when handling work piece b) Use mechanical lifting device or get assistance from co-worker c) Clean/clear work area/surfaces of unused tools/material. d) Wear recommended footwear	Gloves, Proper footwear	

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Start Belt Sander	a) Bodily injury and/or damage to work piece from becoming airborne projectile b) Bodily injury from hair, clothing, or jewelry becoming caught in belt sander c) Bodily injury and/or damage to belt sander from adjusting/installing tools	Medium	a) Do not have work piece in contact with abrasive belt before pushing start button b) Ensure no hair, loose clothing or jewelry is near the point of operation c) Check that keys/wrenches used for adjusting/installing are removed from belt sander before pushing start button		

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Sand work piece	a) Hand/finger abrasion from contact with abrasive belt b) Eye injury/irritation from dust/debris c) Inhalation of dust/debris d) Bodily injury from hair, clothing or jewelry becoming caught in Belt Sander e) Hearing loss from chronic exposure to noisy machinery f) Damage/breakage of abrasive belt g) Work piece/hand/fingers becoming caught in space between work rest and abrasive belt	High	a) Keep hand/fingers at a safe distance from abrasive belt. Use a jig or holding device to sand small pieced. Avoid awkward operations and hand positions where a sudden slip could cause hand/fingers to move into abrasive belt. Wear recommended gloves b) Use safety eyewear and/or face shield c) Use local exhaust ventilation and/or wear recommended respiratory protection d) Tie hair back. Do not wear loose clothing or jewelry while operating belt sander	Safety glasses, Gloves, Dust mask	

Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/ Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
Conclude sanding	a) Hand/finger abrasion from removing debris near abrasive belt b) Contact burn from work piece becoming hot c) Leaving belt sander power on	Medium	a) Push machine stop button and wait for abrasive belt to stop before removing debris. Use a stick or brush to remove debris b) Wear recommended gloves and avoid handling work piece by machine end. c) Do not leave belt sander running unattended. Push machine stop button after each use.		
Band Saw					
Select saw blade	Damage to blade/work piece/band saw or injury to operator due to incorrect saw blade selection	Low	Consult Operators Manual for correct blade selection		

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Install/replace saw blade	a) Hand/finger laceration from saw blade edge b) Hand/finger contusion due to tool slippage from adjusting saw guides c) Accidental start-up of band saw d) Saw blade not tracking properly and/or binding in guides during operation	Low	Wear recommended gloves when handling saw blade Use correct tool to adjust saw guides. Wear recommended gloves. Disconnect band saw from its power source and ensure motor switch is off Guide and blade size should be the same width. Ensure proper blade tension. Test saw blade installation by turning top band wheel by hand to be sure blade tracks properly and does not bind in guides	Gloves	
Select and set band speed	Damage to saw blade/work piece/band saw or injury to operator due to incorrect band speed selection	Low	Refer to the speed selector table and adjust the band saw to the proper speed for the type of material to be cut		

Possible Hazards or Task	Describe Harm that could occur	Hazard Rating (Low/ Medium/High)	Control Action	Personal Protective Equipment (PPE)	Frequency of Monitoring
Transport work piece to band saw	a) Hand/finger laceration from edges of work piece b) Strain/sprain from heavy and/or awkward work piece c) Slip/trip/fall in area around Band saw d) Foot injury from dropping work piece	Low	a) Wear recommended gloves when handling work piece. Remove burrs/slivers from work piece before cutting b) Use mechanical lifting device or get assistance from co-worker c) Clean/clear work area/surfaces of unused tools/material. Remove dust/debris regularly d) Wear recommended footwear	Gloves, Back support, Proper footwear	
Sliding Compound Saw					
Inspect radial arm saw	a) Bodily injury and/or damage to work piece from breakage/failure of saw blade b) Bodily injury from defective/inadequate/Missing guards	Low	a) Replace saw blades that are cracked or dull b) Do not operate radial arm saw unless adequately guarded. Replace/repair guards. Replace/repair guards as necessary.		

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Install/replace saw blade	a) Accidental start-up of radial arm saw b) Bodily injury and/or damage to saw blade due to incorrect installation c) Hand/finger contusion due to tool slippage from installing and/or adjusting saw blade d) Hand/finger laceration from handling saw blade	Low	a) Disconnect radial arm saw from its power source and ensure motor switch is off b) Install a saw blade that s rated at or above the speed or the saw arbour. Ensure saw blade direction is correct c) Use correct tool for installing/adjusting saw blade. Wear recommended gloves. d) Wear recommended gloves when handling saw blade.	Gloves	

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Transport work piece to radial arm saw	a) Hand/finger laceration/slivers from edges of work piece b) Strain/sprain from heavy and/or awkward work piece. c) Slip/trip/fall in area around radial arm saw d) Foot injury from dropping work piece	Low	a) Wear recommended gloves when handling work piece. Remove rough edges and slivers by sanding. b) Use mechanical lifting device or get assistance from co-worker c) Clean/clear work area/surfaces of unused tools/material. Remove dust/debris regularly.	Gloves, Back support, Proper footwear	

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Set up work piece	a) Damage to work piece from sliding during cutting b) Work piece falling off of saw table when ripping due to incorrect saw table length c) Damage to saw blade	Medium	a) Clamp stock to table on one side of the saw blade when making miter cuts b) Ensure the overall length of the saw table (both in feed and out feed) is twice the length of the work piece c) Inspect work piece for nails or other foreign materials before cutting/ripping		

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Start radial arm saw	a) Bodily injury and/or damage to work piece from becoming airborne projectile b) Bodily injury from hair, clothing, or jewelry becoming caught in radial arm saw c) Bodily injury and/or damage to radial arm saw from adjusting/installing tools	High	a) Do not have work piece in contact with saw blade before pushing start button b) Ensure no hair, loose clothing or jewelry is near the point of operation c) Check that keys/wrenches used for adjusting/installing saw blade are removed from radial arm saw before pushing start button	Eye protection	

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Cut/Rip work piece	a) Hand/finger laceration/amputation from contact with saw blade b) Eye injury/irritation from dust/debris c) Inhalation of dust/debris d) Bodily injury hair, clothing or jewelry becoming caught in radial arm saw e) Hearing loss from chronic exposure to noisy machinery f) Damage/breakage of saw blade g) Stalled/jammed saw blade h) Bodily injuries and/or damage to work piece from incorrect ripping technique	High	a) Keep hand/fingers at a safe distance from saw blade. Do not remove hand from the operating handle while cutting/ripping. Keep focused on task at hand and do not get distracted. Wear recommended gloves. b) Use safety eyewear and/or face shield c) Use local exhaust ventilation and/or wear recommended respiratory protection d) Tie hair back. Do not wear loose clothing or jewelry while operating Radial Arm Saw e) Wear recommended hearing protection f) Feed work piece slowly into and against the direction of the saw blade. Do not apply too much pressure against saw blade g) Push machine stop button and wait for saw blade to stop before freeing work piece from stalled saw blade h) Stock should be fed against saw blade the side where the saw blade rotates upward towards the operator. The saw blade should extend slightly into table. The motor head must be locked at the correct height and angle.	Eye protection, Dust mask, Hearing protection, Gloves	

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Measurement and/or alignment of work piece	Hand/finger laceration/amputation from contact with saw blade	Low	Push machine stop button and wait for saw blade to stop before making any adjustments or changes in set up. Leave saw turned off until measuring is complete		
Conclude cutting/ripping	a) Hand/finger laceration/amputation from removing sawdust and/or cuttings near saw blade b) Hand/finger laceration/slivers from cut edges of work piece c) Leaving radial arm saw power on d) Hand/finger laceration/amputation from saw blade due to removing work piece	High	a) Push machine stop button and wait for saw blade to stop before removing sawdust and/or cuttings. Use a stick or brush to remove sawdust/cuttings. b) Wear recommended gloves when handling work piece. c) Remove rough cut edges and slivers by sanding. d) Do not leave radial arm saw running unattended. Push machine stop button after each use. e) Do not remove work piece from saw table has been returned behind the rip fence.	Gloves	