

Safe Work Practice (SWP)

Name of Task General Safety	
Department/Unit: Trades Programs, Custodial and Maintenance	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, CSA approved footwear, protective apron and solvent resistant gloves. Hearing protection may also be required. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
Hazards: Various serious injuries, hearing loss, and loss of vision.	
Required Training:	<ul style="list-style-type: none"> Training in-house by individuals, experienced and knowledgeable with the tools. Read the owner's manual carefully.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks:- <ul style="list-style-type: none"> Make sure you understand instructions before attempting to use any tool or machine. Ask questions if you have any doubts about doing the work safely.
2	Prohibited Activities: <ul style="list-style-type: none"> Do not remove sawdust or cuttings from the cutting head by hand while the machine is running. Use a stick or brush when the machine has stopped moving. Do not remove cuttings by hand. Wait until the machine has stopped running to clear cuttings with a vacuum, brush or rake. Do not leave machine running unattended. Turn power off. Do not free a stalled cutter without turning the power off first. Do not distract or startle an operator while they are using equipment. Do not clean hands with cutting fluids. Do not use rags near moving parts of machines.
3	Wear specified personal protective equipment.
4	Avoid awkward operations and hand positions where a sudden slip could cause your hand to move into the cutting tool or blade.
5	Horseplay is prohibited. It can lead to injuries.
6	Only use machines that you have been trained to use properly and safely.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.