



## Safe Work Practice (SWP)

Name of Task: Bench Shear	
<b>Department/Unit: Trades</b>	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b>	
<ul style="list-style-type: none"> <li>• Eye Protection Required</li> <li>• No loose fitting clothing</li> <li>• CSA Approved Safety Footwear Required</li> <li>• No jewelry, watches, rings, necklaces, etc</li> <li>• Long or loose hair must be tied back or contained</li> </ul>	
<b>Hazards:</b>	
<ul style="list-style-type: none"> <li>• Cuts, lacerations and amputations</li> <li>• Pinch Points</li> <li>• Musculoskeletal injury from lifting and maneuvering workpieces</li> </ul>	
<b>Required Training</b>	<ul style="list-style-type: none"> <li>• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)</li> <li>• Shop safety orientation</li> <li>• Read and understand SWP</li> <li>• For students, practical demonstration and Instructor supervision required</li> </ul>
<b>Pre-Operational Safety Checks</b>	<ul style="list-style-type: none"> <li>• Inspect required personal protective equipment and replace if required.</li> <li>• Ensure no slip/trip hazards are present in workspaces and walkways.</li> <li>• Make sure guards, if present, are installed and are working properly.</li> <li>• Faulty equipment must not be used. Immediately report suspect machinery.</li> </ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"> <li>• Do not cut material larger than rated capacity.</li> <li>• Do not use bench shear to cut rods.</li> <li>• Never reach behind shear or allow someone to do so while operating equipment.</li> <li>• Never clean work area with bare hands.</li> </ul>
<b>Steps to be taken to complete task safely:</b>	
1	Wear appropriate personal protective equipment (PPE).
2	Do not exceed capacity of equipment – size and/or thickness.
3	Always keep hands clear of moveable knife and holding fingers.
4	Material should be properly supported during cutting.
5	Use supports for long material - signpost if a tripping hazard.
6	Hold material securely to prevent it tilting during the cut.
7	Ensure fingers and limbs are clear before operating the bench shears.
8	Retrieve your work piece once knife is returned to the up position and locked.
9	Clean work area with brush – never with bare hands.
<p>If an emergency occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.</p> <p><b>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</b></p> <p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Place all materials in their proper storage areas.</li> <li>• Ensure the equipment is safe, clean and tidy before you leave it.</li> </ul>	

*Any document appearing in paper form is uncontrolled and must be compared to the electronic version.*

**Responsibilities, Completion and Review**

*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.*

Completed by and Date: 1/20/2020

Approved by: Catherine Black – Dean, Trades

Last Reviewed / Revised by and Date:

Note: This task will be monitored periodically to ensure compliance and effectiveness.