

## Safe Work Practice (SWP)

Name of Task <b>Hydraulic Press</b>	
Department/Unit: Trades Programs	
<b>Personal Protective Equipment or other required equipment and safety considerations:</b> Eye protection, CSA approved footwear, and hearing protection as required. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
<b>Hazards:</b> Cuts, lacerations, amputations, noise, projectile work pieces/tools and crushing/pinching of fingers	
<b>Required Training:</b>	<ul style="list-style-type: none"> <li>Successful completion of safety unit and test.</li> <li>Training in-house by individuals, experienced and knowledgeable with the tool.</li> </ul>
<b>Steps to be taken to complete task safely:</b>	
1	<b>Pre-Operational Safety Checks:-</b> <ul style="list-style-type: none"> <li>Inspect required personal protective equipment and replace if required</li> <li>Check for rated capacity of the press prior to attempting task</li> <li>Ensure no slip/trip hazards are present in workspace and walkways</li> <li>Make sure guards, if present, are installed and working properly</li> <li>Faulty equipment must not be used. Immediately report suspect equipment</li> <li>Locate and ensure you are familiar with the operation of the ON/OFF starter</li> <li>Disconnect power supply before changing or adjusting equipment</li> <li>Make all adjustments with power OFF.</li> <li>Set up machine; adjust back gauge, pressure, supports and stops as appropriate</li> <li>Ensure the work piece is well supported and aligned so that when pressure is exerted, parts being pressed do not slip out or break.</li> </ul>
2	<b>Prohibited Activities:</b> <ul style="list-style-type: none"> <li>Do not smoke</li> <li>Do not leave equipment unattended while running</li> <li>Do not overstress adapters</li> <li>Do not place work pieces on the press bed</li> <li>Do not apply hydraulic force until all bolster pins are in place and all tension has been removed from the bolster lift cables.</li> </ul>
3	Wear specified Personal Protective Equipment.
4	Move the work piece to the press. Perform operation keeping hands at a safe distance away from pinch points.
5	Remove work piece.
6	<b>Post-Operational Safety Checks:</b> <ul style="list-style-type: none"> <li>Clean up dust and debris from work area with Power Off.</li> </ul>
<b>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.</b>	
<b>Responsibilities, Completion and Review</b>	
<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>	

<b>Completed by and Date:</b>	<b>Approved by:</b>
<b>Last Reviewed/Revised by and Date:</b>	<b>Note:</b> This task will be monitored periodically to ensure compliance and effectiveness.