

## Safe Work Practice (SWP)

<b>Name of Task</b> <b>Impact Driver</b>	
<b>Department/Unit: Trades Programs, Maintenance</b>	
<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> Foreign materials, cuts, lacerations ,amputations, dust/debris irritation, noise, and electrical shock	
<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 necessary.</li> <li>• Ensure no slip/trip hazards are present.</li> <li>• Make sure guards, are installed and are working properly.</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 bits.</li> <li>• Ensure insulated gripping surfaces are in working condition.</li> <li>• Use only sockets and other accessories specifically designed for use on impact wrenches and drivers.</li> <li>• Make sure all adjustments are made with power source unplugged.</li> <li>• Remove any wrenches and adjusting tools before turning on the tool.</li> </ul>
2	Wear appropriate personal protective equipment.
3	To start the tool, pull the trigger.
4	To vary the driving speed, simply increase or decrease the pressure on the trigger.
5	To stop the tool, release the trigger and the electric brake stops the tool instantly.
6	Clean up debris with the power OFF.
7	Switch off the machine and reset all guards to a fully closed position.
8	<b>Post-Operational Safety Checks:</b> <ul style="list-style-type: none"> <li>• Return tool to proper storage location after use.</li> </ul>
<b><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></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.