

Safe Work Practice (SWP)

Name of Task Power Shear	
Department/Unit: Trades Programs	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, and CSA approved footwear. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
Hazards: Cuts, lacerations, amputations, and musculoskeletal injuries.	
Required Training:	<ul style="list-style-type: none"> Hands on training with instruction for proper safety procedures. Read and understand General Safe Work Practices.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks: <ul style="list-style-type: none"> Inspect required personal protective equipment and replace if required. Ensure no slip/trip hazards are present in workspaces and walkways. Make sure guards, if present, are installed and are working properly. Faulty equipment must not be used. Immediately report suspect machinery. Keep hands out of path of shear blades.
2	Prohibited Activities: <ul style="list-style-type: none"> Do not cut material larger than rated capacity. Do not remove finger guard. Keep hold-down adjusted as close as possible to the table, while providing clearance to feed material. Do not cut rod with the shear. Do not attempt to shear any material less than ½ inch cut across the table under full capacity. Do not reach behind shear or allow someone to do so while operating equipment. Do not attempt to cut rod, strap or wire with this machine. Do not place feet on shear pedal until hands and fingers are clear and you are ready to cut.
3	Inspect required personal protective equipment and replace if required.
4	Put on all required personal protective equipment.
5	Make sure all guards are in place, properly adjusted and secured.
6	Remove all burrs from sheet metal before starting to work it.
7	Place workpiece on table against guide and position it where cut is desired.
8	Keep hands clear of the blade.
9	Depress foot pedal to complete cut.
10	When shearing large pieces use proper supports.
11	Post-Operational Safety Checks: <ul style="list-style-type: none"> Clean up work area.
<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</i>	

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:

Approved by:

Last Reviewed/Revised by and Date:

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