

Safe Work Practice (SWP)

Name of Task Hand Brake	
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 injury from lifting and maneuvering work pieces.	
Required Training:	<ul style="list-style-type: none"> Shop safety orientation Hands on training with instruction for proper safety procedures Instructor observed student operation
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks: <ul style="list-style-type: none"> Ensure that there are no slips or trip hazards in the area. Ensure guards, are installed and are working properly.. Always adjust for differences in gauges. Always use material with square-sheared edges. Always have both angle bar and insert bar mounted to leaf when making capacity bends. Inspect required personal protective equipment and replace if required.
2	Prohibited Activities: <ul style="list-style-type: none"> Do not force-clamp the top on material heavier than that for which the links and the top are set by using pipe extensions on clamp handles for leverage. Do not bend heavier material than rated capacity, even in shorter lengths. Do not bend against seams unless links are adjusted to clamp the full multiple thickness of seam and, top leaf is set back for clearance of the same full multiple thickness. Do not use brake to bend rods.
3	Put on all required personal protective equipment.
4	Ensure that the size and thickness of material being folded is not in excess of the machine design and limitations.
5	Adjust clamping bar for correct length of fold.
6	Position work piece for fold; lower clamping bar to secure work piece.
7	Grasp bending wing levers with both hands and pull up to desired angle.
8	Return bending wing lever to starting position. Raise clamping bar and remove work piece
9	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 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.