




Safe Work Practice (SWP)

Name of Task: Transmission Jack - Low	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations: <ul style="list-style-type: none">• Eye protection is required.• CSA safety foot ware is required.• Do not modify this transmission jack or use attachments unless supplied with jack.• This jack is designed to remove or install only automotive or truck transmissions. Using the jack in a manner for which it is not designed may result in injury or damage to equipment.• The load must not exceed the maximum rated capacity.• Stay out from underneath the load at all times.• Secure the load to the jack.• Use the jack on hard, level surfaces only.• Lower the load completely before moving the jack.• Use jack stands when required to suspend load over a period of time.	
Potential Hazards:	<ul style="list-style-type: none">• Cuts, pinching, lacerations and amputations• Crushing hazards• Falling objects
Required Training	<ul style="list-style-type: none">• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)• Shop safety orientation• Read and understand SWP• For students, practical demonstration and Instructor supervision required
Pre-Operational Safety Checks	<ul style="list-style-type: none">• Please read all operation manuals before using all equipment.• Before each use, inspect the jack for leaks and damaged, loose, or missing parts. Immediately replace cut, frayed, or damaged hoses.• You must do your own risk assessment regarding the correct PPE to wear.
Safe Work Procedure(s)	
1	Move the jack into position
2	Close the release valve by turning clockwise until firmly closed
3	Pump handle to lift until saddle contacts load. Continue to lift to the desired height. Support the load appropriately before working on the vehicle.
4	Adjust the tilt adjustment knobs to align the transmission.
5	Adjust the angle brackets and chains to secure the transmission on the saddle. Tighten chains.
6	Follow the vehicle's recommended service procedure for removal of the transmission.
7	Turn the release valve counterclockwise <u>slowly</u> to lower the saddle.

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8	Transport the load only in the lowered position with the chains securely fastened.
9	Reverse this procedure when mounting the transmission.
<p>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.</p> <p>REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR/SUPERVISOR IMMEDIATELY</p>	
<p>Housekeeping</p> <ul style="list-style-type: none"> • Completely lower the jack any time it is not being used. • The hydraulic pump and ram assembly should be drained, flushed, and refilled with oil at least once each year. Use a high-grade hydraulic oil. • Lubricate caster swivel plates and wheels every six months using pressure gun grease. • Lubricate lift arm pivot points as needed with SAE 30 motor oil. 	
<p>Responsibilities, Completion and Review</p> <p><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></p>	
Completed by and Date: 1/26/2021	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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