




Safe Work Practice (SWP)

Name of Task: Cleat Bender	
Department/Unit: Trades	
Personal Protective Equipment or other required equipment or other safety considerations: <ul style="list-style-type: none">• Eye Protection Required• Long or loose hair must be tied back or contained• No loose-fitting clothing• No jewelry, watches, rings, necklaces etc.• CSA Approved Safety Footwear required	
Hazards: <ul style="list-style-type: none">• Cuts, lacerations and amputations• Injury from lifting and maneuvering workpieces (Musculoskeletal)	
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">• 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.• Always adjust for differences in gauges.
Prohibited Activities	<ul style="list-style-type: none">• Do not bend heavier material than rated capacity, even in shorter lengths.• Do not force-clamp material that is too large for the machine.• Do not bend rods.
Steps to be taken to complete task safely:	
1	Wear appropriate personal protective equipment (PPE).
2	Ensure that the size and thickness of the material being folded is not in excess of the machine design and limitations.
3	Adjust clamping bar for correct length of fold.
4	Position work piece for fold; secure work piece.
5	Fold only one thickness of material in one operation
6	Grasp bending wing levers with both hands and pull up to desired angle.
7	Return bending wing lever to starting position and remove work piece.
8	Clean up work area.

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	<p>If an emergency 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"> • Ensure equipment is off. • Place all materials in their proper storage areas. • Ensure the equipment is safe, clean and tidy before you leave it.
Responsibilities, Completion and Review	
<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>	
<p>Completed by and Date: Ashley Ritchie, 1/28/2021</p>	<p>Approved by: </p>
<p>Last Reviewed / Revised by and Date:</p>	<p>Note: This task will be monitored periodically to ensure compliance and effectiveness.</p>

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