




## Safe Work Practice (SWP)

<b>Name of Task: Come Along</b>	
<b>Department/Unit: Trades</b>	
<b>Personal Protective Equipment or other required equipment or other safety considerations:</b>	
<ul style="list-style-type: none"> <li>• Eye Protection Required</li> <li>• Long or loose hair must be tied back or contained</li> <li>• No loose-fitting clothing</li> <li>• No jewelry, watches, rings, necklaces etc.</li> <li>• CSA Approved Safety Footwear required</li> </ul>	
<b>Hazards:</b>	
<ul style="list-style-type: none"> <li>• Pinch Points</li> <li>• Crushing Hazard</li> <li>• Moving Load Hazard</li> </ul>	
<b>Required Training</b>	<ul style="list-style-type: none"> <li>• Successful completion of NBCC Safety Course (Work Safely or Workplace Safety Practices)</li> <li>• Shop safety orientation</li> <li>• Read and understand SWP</li> <li>• For students, practical demonstration and Instructor supervision required</li> </ul>
<b>Pre-Operational Safety Checks</b>	<ul style="list-style-type: none"> <li>• Inspect required personal protective equipment and replace if required.</li> <li>• Secure anchor point</li> <li>• Inspect equipment parts before use (frayed wire, damaged hooks, faulty springs, etc.)</li> <li>• Ensure cables and slings are free of twists and knots</li> </ul>
<b>Prohibited Activities</b>	<ul style="list-style-type: none"> <li>• Exert extra caution when disengaging a load</li> <li>• Do not leave this equipment unattended while under load</li> <li>• Do not get in direct pathway of load</li> <li>• Using cables or slings that are twisted or have knots</li> <li>• Using Faulty Equipment</li> </ul>
<b>Steps to be taken to complete task safely:</b>	
1	Wear appropriate personal protective equipment (PPE).
2	Inspect tool to ensure it is in good working condition.
3	Hook swivel end to stationary anchor point
4	Disengage drive pawl to allow ratchet to roll
5	Install appropriate sling around load
6	Remove cable and attached load hook to sling ends
7	Engage drive pawl to ratchet
8	Continue to ratchet using ratchet lever until load is at desired location
9	Once at desired location, prepare to disengage load by adjusting drive pawl spring to allow drive pawl to disengage from ratchet
10	Push ratchet lever all the way forward (away from load) and push drive pawl spring to allow drive pawl to re-engage ratchet.

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11	Apply forward pressure on ratchet level and push and hold stop pawl trigger, allowing ratchet level to move toward the load. ***During this stage extra caution must be used as the load is transferred to the come along ratchet lever
12	Steps 10-11 may need to be repeated multiple times to disengage load. (This is be determined by sling movement and load weight)
13	Remove load hook from slings, and remove slings from load
14	Remove swivel hook from anchor point1
15	Ratchet come along until load cable is fully retracted
	<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><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>• Place equipment in proper storage areas.</li> <li>• Ensure the equipment is safe, clean and tidy before you leave it.</li> </ul>
<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>	
Completed by and Date: Ashley Ritchie, 1/28/2021	Approved by: 
Last Reviewed / Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.

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